

**HOME HEALTH AIDE (HHA)  
UNIT XII SKILLS EVALUATION CHECKLIST  
BPSS – REGULATED SCHOOLS**

<b>HHA Student Name:</b> _____	
<b>School Name:</b> _____	
<b>Instructor:</b> _____	<b>BPSS Instructor License #:</b> _____
<b>HHA Training Dates: (Start Date):</b> ____/____/____ <b>- (End Date):</b> ____/____/____	
<b>Dates of 8 Hour Internship: (Start Date):</b> ____/____/____ <b>- (End Date):</b> ____/____/____	
<b>Internship Site:</b> _____ _____	
<b>Internship Address:</b> _____ _____	

**(Start Date):** \_\_\_\_\_ **(End Date):** \_\_\_\_\_ **(Start Time):** \_\_\_\_\_ **(End Time):** \_\_\_\_\_

During Unit XII a student must successfully demonstrate the skills listed. The checklist is from the Department of Health (DOH) *Appendix in the Homecare Curriculum and the Health-Related Tasks Curriculum*. There are 12 required skills, which are bolded with an \*. Any 2 additional skills must also be successfully demonstrated during the supervised skills training in the lab/skills class. This first set of required skills addresses the Personal Care Aide (PCA) portion of the HHA training. The HHA *Health-Related Tasks* require the successful demonstration of an additional 18 mandated skills, which are numbered and begin on page 3. These tasks may be demonstrated in either the lab/skills class or during the internship and must be evaluated according to the DOH guidelines. The school should document compliance on this required checklist and the completed sheet kept in the student's file, with a copy given to the student upon completion.

	Clinical Skills	Date Skill was demonstrated by the instructor	Date Student successfully demonstrated skill by him or herself	Indicate where student demonstrated skill: at <u>School (S)</u> or <u>Internship (I)</u>	Initials of Teacher at School (S) or Internship (I)	Comments
1.	<b>Proper Handwashing*</b>					
2.	Proper Body Mechanics					
3.	Tub or Shower Bath					
4.	Turning the Client in Bed					
5.	<b>Bed Bath*</b>					
6.	Shampoo in Bed					
7.	Back Rub					
8.	Nail Care					
9.	Shaving the Client					
10.	<b>Mouth Hygiene and Care*</b>					
11.	Assisting with Eating					
12.	Assisting with Dressing					
13.	Assisting with using the Elastic Support Stockings					
14.	<b>Helping Client to Walk*</b>					
15.	Making an Unoccupied Bed					
16.	<b>Making an Occupied Bed*</b>					
17.	<b>Use of a Bedpan*</b>					
18.	Use of Urinal					
19.	Assisting w/ Use of Condom Catheter					
20.	Assisting with Cleaning the Skin & Catheter Tubing					
21.	Assisting w/ emptying Urine Drainage Bag					

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22.	Positioning of Client in Bed					
23.	Transfer Client to Sitting Position					
24.	Helping Client to sit on Bed					
25.	Helping a Client to Stand					
<b>26.</b>	<b>Transfer to Wheelchair, Chair or Commode*</b>					
27.	Positioning Client in Wheelchair or Chair					
28.	Transfer from Wheelchair to toilet					
29.	Transfer from Wheelchair to Shower & Assist w/ Shower					
30.	Transfer from Wheelchair to Stool or Chair in Tub					
31.	Weighing a Client					
32.	Measuring Intake					
33.	Measuring Urinary Output					
34.	Assisting w/ Changing Clean Dressing					
35.	Handling the Infant					
36.	Infant Bath					
37.	Assist w/ use of Hydraulic Lift					
38.	Slide Board Transfer					
<b>39.</b>	<b>Checking the Right Person*</b>					
<b>40.</b>	<b>Checking the Right Medication*</b>					
<b>41.</b>	<b>Checking the Right Dose*</b>					
<b>42.</b>	<b>Checking the Right Time*</b>					
<b>43.</b>	<b>Checking the Right Route*</b>					

<b>Knowledge Evaluations (Tests must be kept in the student folder)</b>		<b><u>Date of Test</u></b>	<b><u>Instructor Initials</u></b>	<b><u>Pass (P) or Fail (F)?</u></b>	<b><u>If first Failed, Date of Pass</u></b>	<b><u>Instructor Initials</u></b>
<b>Unit I</b>	Introduction to Home Care					
<b>Unit II</b>	Working Effectively w/ Homecare Clients					
<b>Unit III</b>	Working w/ the Elderly					
<b>Unit IV</b>	Working w/ Children					
<b>Unit V</b>	Working w/ People who are Mentally Ill					
<b>Unit VI</b>	Working w/ People w/ Developmental Disabilities					
<b>Unit VII</b>	Working w/ People w/ Physical Disabilities					
<b>Unit VIII</b>	Food, Nutrition & Meal Preparation					
<b>Unit IX</b>	Family Spending & Budgeting					
<b>Unit X</b>	Care of the Home & Personal Belongings					
<b>Unit XI</b>	Safety & Injury Prevention					
<b>Unit XII</b>	Personal Care Skills					

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<b>Clinical Skills</b>		<b><u>Date</u> Skill was Demonstrated by the Instructor</b>	<b><u>Initials of Instructor</u> Demonstrating Skill</b>	<b><u>Date</u> Student Successfully Demonstrated Skill - by him or herself</b>	<b><u>Initials of Instructor</u> Signing off on Skill</b>	<b><u>Comments/ Demonstrated in Lab or Internship?</u></b>
1) A-1	Proper Hand Washing*					
2) B-1	Cleaning a glass thermometer*					
3) B-2	Measuring an oral temperature w/ glass thermometer*					
4) B-8	Measuring the pulse and respirations*					
5) B-9	Measuring blood pressure*					
6) D-1	Transfer to a sitting position*					
7) D-2	Helping client to sit at side of bed*					
8) D-3	Helping a client to stand*					
9) D-4	Assisting with passive range of motion exercises *					
10) D-5	Assisting w/ postural drainage*					
11) E-9	Assisting w/ use of oxygen concentrator*					
12) E-10	Assisting w/ use of oxygen reservoir*					
13) E-11	Assisting w/ use of medication, nebulizer and air compressor*					
14) F-1	Positioning on the back*					
15) F-2	Positioning on the side*					
16) G-1	Assisting w/ changing a clean dressing*					
17) H-1	Assisting w/ changing an ileostomy or colostomy pouch*					
18) H-5	Assisting w/ routine tracheotomy care*					

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Unit A	Orientation to Health Oriented Tasks					
Unit B	Performing Simple Measurements & Tests					
Unit C	Complex Modified Diets					
Unit D	Assisting w/ Prescribed Exercise Program					
Unit E	Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices					
Unit F	Assis w/ Special Skin Care					
Unit G	Assist w/ a Dressing Change					
Unit H	Assisting w/ Ostomy Care					

