

**PERSONAL CARE AIDE (PCA) TRAINING PROGRAM
BPSS – REGULATED SCHOOLS
UNIT I-XII: CLINICAL SKILLS EVALUATION CHECKLIST**

PCA Student Name: _____

School Name: _____

Instructor: _____ **BPSS Instructor License #:** _____

PCA Training Dates: (Start Date): ____/____/____ **- (End Date):** ____/____/____

The required personal care skills for the PCA are listed. They reflect the requirements from the Department of Health (DOH) *Homecare Core Curriculum*. These skills are tested during Unit XII, either at the end of the PCA program, or after completion of Unit XII in a HHA program (if a student is enrolled in an HHA program). Students must demonstrate proficiency in 14 skills, of which 12 are mandated (bolded and marked with an *). Two additional skills (any other 2 skills on the list) must also be successfully demonstrated. The original copy must be filed with the student's records and, as per DOH regulations, a copy provided to the student upon completion.

	Clinical Skills	Date Skill was Demonstrated by the Instructor	Date Student Successfully Demonstrated Skill by Him or Herself	Initials of Teacher	Comments
1.	Proper Handwashing*				
2.	Proper Body Mechanics				
3.	Tub or Shower Bath				
4.	Turning the Client in Bed				
5.	Bed Bath*				
6.	Shampoo in Bed				
7.	Back Rub				
8.	Nail Care				
9.	Shaving the Client				
10.	Mouth Hygiene and Care*				
11.	Assisting with Eating				
12.	Assisting with Dressing				
13.	Assisting with using the Elastic Support Stockings				
14.	Helping Client to Walk*				
15.	Making an Unoccupied Bed				
16.	Making an Occupied Bed*				
17.	Use of a Bedpan*				
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				
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				
26.	Transfer to Wheelchair, Chair or Commode*				
27.	Positioning Client in Wheelchair or Chair				

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

