

17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum:
HOME HEALTH AIDE

18. Breakdown of Theory, Skill and Internship Hours

List the courses/ units in the order in which instruction will take place. Place an asterisk (*) next to any courses/ units which can be offered in any sequence within the curriculum. List the number of hours offered for each course/ unit in the second column. In the third column list the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. Use additional sheets if necessary.

| Course/ Unit Title | Hours | "T", "S", or "I" (see above) | Bureau Use Only | |
|-----------------------------------------------------------------------------------------------------|-----------|------------------------------|---------------------------|------------------------|
| | | | Student - Teacher Ratios | Teacher Licensure Area |
| Module I. Introduction to Home Care | 1.5 | T | *20:1 | 02-011 |
| Module II. Working Effectively w/ Homecare Clients | 3:0 | T | :1 | |
| Module III. Working with the Elderly | 2:0 | T | :1 | |
| Module IV. Working with Children | 1:0 | T | :1 | |
| Module V. Working w/People who are Mentally Ill | 1:0 | T | :1 | |
| Module VI. Working with People w/Develop. Disab. | 1:0 | T | :1 | |
| Module VII. Working w/ People w/ Physical Disab. | 1:0 | T | :1 | |
| Mod. VIII. Food, Nutrition & Meal Preparation | 4:0 | T | :1 | |
| Mod. IX. Family Spending & Budgeting | 0.5 | T | :1 | |
| Mod. X. Care of the Home & Personal Belongings | 1:5 | T | :1 | |
| Mod. XI. Safety & Injury Prevention | 1:5 | T | :1 | |
| *Universal Precautions now covered Mod. XII, Unit B, if you keep it, curriculum remains at 84 hours | 0:0 | T | :1 | |
| Mod. XII. Personal Care Skills (End PCA part) | 22 | S | 20:1 | |
| Unit A. Orientation to Health Related Tasks | 1 | S | :1 | |
| Unit B. Performing Simple Measurements & Tests | 6.5 | S | :1 | |
| Unit C. Complex Modified Diets | 4.5 | S | :1 | |
| Unit D. Assisting w/ Prescribed Exercise Program | 3.5 | S | :1 | |
| Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices | 8 | S | :1 | |
| Unit F. Assisting w/ Special Skin Care | 2 | S | :1 | |
| Unit G. Assisting w/ a Dressing Change | 1.5 | S | :1 | |
| Unit H. Assisting w/ Ostomy Care | 8 | S | :1 | |
| Internship in a Home Care Agency | 8 | I | 3:1 Home, ALF, adult home | |
| *See revised PG 18-0301 for conditions for higher ratios | | | | |
| TOTAL | 83 | | | |

Bureau Use Only

Curriculum/ Course ID Number:

20. Equipment List

Describe equipment purchased by the students for this curriculum only, include the cost of each item. Do not include instructional aids or desks/chairs. Include manufacturer's name, model, and name of item.

| <i>*For a class of 20 students, the following quantities are required. (May 2012 version)</i> | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------|
| <u>1. PATIENT CARE CENTER (HOME, ADJUSTED HOME) for Module XII</u> | | | |
| Quantity | Description | Quantity | Description |
| 2 | Adult Practice mannequins | 2 | Medicine Bottles, medicine glasses and droppers |
| 1 | Bed, single, home style, with mattress, 2 sets of linens, blankets and 2 pillows | 4 | Incontinence pads |
| 1 | Bedside Commode | 2 | Trays |
| 1 | Chair, bedside, home-type | 1 | Emesis/Cleaning basin |
| 2 | Bedpans; fracture pans; Urinals | 2 | Scissors, orange sticks & nail files |
| 1 | Table, overbed | 2 | Wound dressing Supplies- gauze, tape (Mod. XII-34, also for Unit G) |
| 1 | Scale (balance or digital scale) | 4 | Gowns, patient |
| 1 | Slide board | 1 | Layette sheet |
| 1 | Gaitbelt, 1 Hydraulic lift | 1 | Set of male and female clothes for dressing demonstration |
| 1 | Sink with running water (if no functional one in kitchen) in the skills classroom. | 2 | pitcher/container for measuring intake and output (XII-33) |
| 1 | 1 safety razor with shaving cream, and 1 electric razor | 1 | Eye glasses |
| 2 | Wash basins and 2 soap dishes | 2 | Elastic stockings (XII-13) |
| 3 | Wheelchairs | As needed | Gloves (non-latex) |
| 1 | Walker; 1 cane | 2 | Infant mannequins, bassinets and baby bottles (for skills XII-35 and XII-36) |
| 1 | Condom Catheter and urine drainage bag (Mod. XII-19 to 21, & also Unit E) | 1 | Box diapers or pampers |
| 1 | Garbage bin with bags | As needed | Alcohol-based cleaner/handiwipes |
| <u>2. LIVING CENTER</u> | | | |
| Quantity | Description (for Module X—equipment optional, as this unit has no skills performances) | | |
| 1 | Sofa, chair and table | | |
| 1 | Draperies, blinds, curtains or window shades | | |
| <u>3. FOOD PREPARATION & SERVICE CENTER (for Module 8 and Unit C)</u> | | | |
| Description (The DOH equipment list allows a “mock kitchen,” as the performance objectives only ask the student to “assist” in cooking and safe storage in Module VIII and to “assist” in preparing complex modified diets in Unit C). Demonstration in a working kitchen is recommended if students are unfamiliar with cooking. The dishes, though not the stove & fridge, are also needed for practicing helping patients to eat in Module XII, skill XII-11 | | | |
| | Kitchen (can be Mock/non-functional) | | Helping to Eat (Mod. XII-B) |
| 1 | Sink with running water and cabinet | 1 | Can opener and 1 Bottle opener |

| | | | |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1 | Storage unit, wall, base | 1 | Dispenser, paper towels |
| 1 | Range, gas or electric, or hot plate(s) | 1 | Coffee pot |
| 1 | Refrigerator (can be small) | 1 | Measuring spoon set |
| 1 | Toaster | 1 | Measuring liquid cup |
| 2 | Pots and 4 pot holders | 4 | Water glasses |
| 1 | Skillet | 4 | Knives, forks and spoons |
| 1 | Dish drainer with dish pan | 4 | Plates, cups and saucers |
| 1 | Knife, utility and 1 paring knife | 1 | Dining table with 4 chairs |
| 4. UTILITY AND HOUSEKEEPING CENTER (Module X and XII-B-K) 1) | | | |
| Quantity | Description: Equipment optional. Skills can be demonstrated with a video, though a quality training program may want to demonstrate the skills live. | | |
| 1 | Vacuum cleaner unit with attachment | 1 | Ironing board and steam-dry iron |
| 1 | Push broom, pail, wet mop, | 1 | Cabinet, general storage |
| 5. BATHROOM CENTER (Module XII) | | Supplies for Health-Related Training (Un | |
| Quantity | Description | 4 Blood pressure Cuff* (Unit B) | |
| 1 | Commode or toilet | 2 Urine specimen collection kit (Unit B) | |
| | | Thermometers – 10 mouth, 2 rectal, 2 holders (Unit B) | |
| 4 | Towels & wash cloths | 4 Teaching stethoscopes (Unit B) | |
| 1 | Toothbrush and toothpaste | 2 Condom Catheters with urine drainage bag (Unit E, also used in Module XII-19-21) | |
| 1 | Set of Dentures and dentures cup | 4 Ace bandages (Unit E) | |
| As needed | Bars of soap or dispenser; Hand cleanser; Skin Lotion | 1 set Tracheostomy Care - cannula, inner cannula, trach straps, trach cleaning kit/supplies (Unit H) | |
| 1 | Comb/brush | 1 set Oxygen Supplies- Nasal Cannula, Mask, oxygen Concentrator, Portable Tank, Nebulizer with tubing, reservoir and mouth piece (Unit E) | |
| 1 | Tub (Optional). If used does not need to be connected to water to practice Mod. XII skills Transfer from Wheelchair to Bath XII- & XII-30, Assisting in Bath XII-3 | 1 set Ostomies Care Equipment (skin barrier, sealant, pouch with fastener, adhesive, disc/wafer, and deodorizer (Unit H) | |
| | | Wound dressing Supplies- gauze, tape (Unit G, but also used for Module XII-34) | |
| | | Bureau Use Only | |
| Curriculum/ Course ID Number: | | | |

21. Curriculum Application Information

Course Title: Home Health Aide (83 or 84 hours)

The school will use the DOH curriculum.

The Health-Related curriculum at:

https://www.health.ny.gov/professionals/home_care/curriculum/docs/home_care_curriculum.pdf

and

https://www.health.ny.gov/professionals/home_care/curriculum/docs/health_related_tasks_curriculum.pdf

Permissible Activities for HHAs:

https://www.health.ny.gov/facilities/home_care/docs/activities_matrix.pdf

Internships: Your sites of internship must be approved by BPSS. A skills checklist must also be attached to your application. Please go to the links below to review requirements for internships and affiliation agreements:

Internship information: <https://www.acces.nysed.gov/bpss/schools/policy-internship-site-selection-utilization-and-approval>

Skills checklist: <https://www.acces.nysed.gov/sites/acces/files/bpss/hha-skills-checklist.pdf>

Affiliation Agreement:

<https://www.acces.nysed.gov/bpss/affiliation-agreement-requirements-hha>

<https://www.acces.nysed.gov/sites/acces/files/bpss/hhaaffiliationagreement.pdf>

Home Care Registry:

You cannot start instruction until you can register your students on the HCR.

1. School must contact BPSS curriculum by email at BPSSCurriculum@nysed.gov and provide the following:
 - a) Name of school director to be assigned to the Home Care Registry
 - b) Nurse instructor's NYS RN license
 - c) Nurse instructor's BPSS teacher's license
2. BPSS Curriculum will establish the school on the Home Care Registry
3. BPSS Curriculum will email the Health Commerce Management Unit (CAMU) and School Director with the Change of Status (COS) notification for the school.
4. School Director will work directly with CAMU to set up the Health Commerce Account
5. Questions should be directed to:
 - a. For Health Commerce Account: contact CAMU
Help Desk: 1-866-529-1890
Email: camu@health.ny.gov
 - b. For Home Care Registry: contact
Help Desk: 1-877-877-1827 Monday through Friday 8:30 AM to 4:30 PM
Email: HCRReg@health.ny.gov

NOTE: If you are an existing school adding a new HHA, PCA or upgrade program you must contact BPSSCurriculum@nysed.gov requesting to have your school added to the HCR as well as provide the name of school director to be assigned to the Home Care Registry, the nurse instructor's NYS RN license and the nurse instructor's BPSS teacher's license.

Teaching in a Language Other Than English (LOTE):

If you plan to teach this curriculum in a LOTE, you need to send a translated curriculum (your answers only) through section 20.

Translation: All translated material **must** be accompanied by a notarized affidavit and include the following:

- Translator is not an employee or partner at the school, or family member to one
- That he/she knows English and the LOTE (and where the latter was learned)
- How can I reach the translator (address, email, phone)?
- That this is a "true and complete translation" of the (name of curriculum) from (name of school).

Teaching: Personal Care Aide/Home Health Aide teachers must apply for subject area BPSS teacher's license in language of instruction. Your teacher must speak the language of instruction fluently; no translators are allowed in class.

Books: Books must align with the NYS DOH curriculum. NYS DOH has approved and affirmed as consistent with the curricula the following texts:

- **Mosby's** Textbook for the Home Care Aide and Mosby's Textbook for the Home Care Aide Workbook Third Edition. Authors: Joan Birchenall, Eileen Streight.
- **Hartman-** Providing Home Care A Textbook for Home Health Aides, 3rd, 4th, 5th, and 6th editions. Authors: William Leahy, Jetta Fuzy, Julie Grafe

Spanish or Chinese: The translated books currently available in Spanish (Hartman, by Fuzy, ed. and Medifecta, by Marion Karpinski), or Chinese (Medifecta, by Karpinski) do NOT cover all the material found in standard English textbooks. The Karpinski books only cover PCA and therefore cannot be used for PCA Upgrade to HHA curriculum. The Hartman Spanish Guia/Handbook covers most, but not all, required subjects. Hartman provides a crosswalk for the Guia/Handbook to the NYS DOH curriculum. In your application for curriculum approval/reapproval, list all videos and hand-outs in Spanish/Chinese you will provide to students to cover these missing subjects, ordered by unit in the curriculum.

Other languages: The school is responsible for providing material for students in the language of instruction regardless of whether a published textbook is available in that language.