

Home Care Aide Skills Checklist



The following checklists contain the criteria used by the rater to evaluate each candidate's performance for each of the skills included in the Skills Exam. Each checklist begins with a description of how the skill will be setup to simulate a client situation for testing purposes. The criteria are not necessarily listed in the order that a candidate would perform the skill.

The checklists are not procedures and should not be used to learn the skills. The procedures for these skills are taught by training programs and can be found in textbooks (e.g., Revised Fundamentals of Care), and other learning materials. However, the checklists may be helpful for candidates and instructors in evaluating classroom performance.

When administering the test, the evaluator watches the candidate perform the skill and compares each candidate's performance to the checkpoints that make up the skill. Each checkpoint has a different value based on how critical it is to the safe performance of the skill. For example, the criteria for locking the wheelchair before transferring the client has a higher point value than the checkpoint for removing the gait belt at the end of the skill.

The Washington State Department of Health has determined how many points are required to pass a skill. Their decisions are based on providing public protection.

Candidates are required to pass all five skills to pass the test, but perfect performance is not required to pass a skill. The value assigned to each checkpoint is and how many points are required to pass a skill are secure test information. Even the evaluator who observes and records your performance does not know the value of each checkpoint or how many points it takes to pass a skill. The evaluator will enter the observations for a candidate's performance in the computer, and the computer will score the exam.

Handwashing Note: Your handwashing technique is evaluated at the beginning of the test. This skill is not prompted, which means you will not be told to wash your hands. Home care aides are expected to know to wash their hands before and after physical contact (touching) with the client. Demonstrating when handwashing is necessary is evaluated as a part of Common Care Practices.

Common Care Practices are practices that are part of every skill, such as client rights, communication with the client, client safety and comfort, and infection control. Common Care Practices are rated during your performance of each skill. You will receive a separate score for Common Care Practices.

Handwashing	
When the skills test begins, the candidate is evaluated on his/her handwashing technique. The candidate is not told to wash his/her hands, but is expected to know that before physical contact with the client, his/her hands should be washed.	
Does the candidate:	
1	wet hands and wrists under running water to begin cleansing?
2	apply soap to hands to begin washing?
3	lather all surfaces of hands and to wrists?
4	use friction rubbing soapy hands together for a minimum of 20 seconds?
5	rinse hands and wrists under running water to remove soap?
6	keep hands pointed downward while washing and rinsing?
7	use clean dry paper towel to dry hands and wrists?
8	confine drying to areas washed?
9	use paper towel to turn water off after hands cleansed?
10	dispose of used paper towel in trash?
11	end procedure with clean hands avoiding contamination (e.g., direct contact with faucet controls, paper towel dispenser, sink or trash can)?

Common Care Practices	
Common Care Practices are behaviors or actions that are part of all care the home care aide (HCA) provides to the client. During the test, Common Care Practices are evaluated as a part of every skill the candidate performs.	
Does the candidate:	
1	identify self to the client when beginning care?
2	use infection control measures and Standard Precautions to protect the client and the HCA throughout procedure?
3	promote client's social and human needs throughout procedure?
4	promote client's rights throughout procedure?
5	promote client's safety throughout procedure?
6	promote client's comfort throughout procedure?
7	leave common use items within client's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)?

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Table of Contents Home Care Assistant Study Guide

1. Understanding the eBook Home Care Assistant Study Guide
 - The Rise of Digital Reading Home Care Assistant Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Home Care Assistant Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Home Care Assistant Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Home Care Assistant Study Guide
 - Personalized Recommendations
 - Home Care Assistant Study Guide User Reviews and Ratings
 - Home Care Assistant Study Guide and Bestseller Lists
5. Accessing Home Care Assistant Study Guide Free and Paid eBooks
 - Home Care Assistant Study Guide Public Domain eBooks
 - Home Care Assistant Study Guide eBook Subscription Services

- Home Care Assistant Study Guide Budget-Friendly Options
- 6. Navigating Home Care Assistant Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Home Care Assistant Study Guide Compatibility with Devices
 - Home Care Assistant Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Home Care Assistant Study Guide
 - Highlighting and Note-Taking Home Care Assistant Study Guide
 - Interactive Elements Home Care Assistant Study Guide
- 8. Staying Engaged with Home Care Assistant Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Home Care Assistant Study Guide
- 9. Balancing eBooks and Physical Books Home Care Assistant Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Home Care Assistant Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Home Care Assistant Study Guide
 - Setting Reading Goals Home Care Assistant Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Home Care Assistant Study Guide
 - Fact-Checking eBook Content of Home Care Assistant Study Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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