Arizona CTE

HOME HEALTH AIDE, 51.2602.00

EXAMINE ROLES AND RESPONSIBILITIES OF THE HOME HEALTH CARE AGENCY HHA1.0

1.1 Describe settings for direct care and support services HHA1.1

1.2 Describe types of services provided to individuals and families (e.g., homemaking, companion services, personal care, and attendant care) HHA1.2

1.3 Identify Arizona agencies and programs that offer direct care services and require training and testing for direct care workers HHA1.3

1.4 Distinguish among activities of daily living (ADLs) and instrumental activities of daily living (IADLs) HHA1.4

1.5 Describe the basics functions of the service team and the importance of teamwork in providing services HHA1.5

1.6 Describe the training requirements for a home health aide/direct care worker HHA1.6

1.7 Describe positive caregiver traits and professional standards (i.e., appearance, being on time, etc.) HHA1.7

1.8 Explain how professional standards influence the relationship between the direct care worker (DCW) and the person receiving services HHA1.8

1.9 Explain the importance of notifying the agency/supervisor about a change in the direct care worker's schedule HHA1.9

1.10 Describe the supervisory role with examples of questions about specific procedures HHA1.10

DEMONSTRATE ETHICAL AND LEGAL CONDUCT IN ALL ACTIVITIES HHA2.0

2.1 Define legal terms that apply to direct care and support including legal consequences [e.g., abuse, neglect, and exploitation; fraud; assault and battery; abandonment; negligence; liability; false imprisonment (i.e., improper restraints, etc.)] HHA2.1

2.2 Explain "mandatory reporting" according to Adult Protective Services (APS) and Child Protective Services (CPS) HHA2.1

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	2.3 Describe the role and purpose of a service plan (i.e., care plan, support plan, etc.) HHA2.2
	2.4 Explain consumer rights and responsibilities in building a good provider-patient relationship HHA2.4
	2.5 Explain the legal and ethical responsibility of the DCW to safeguard consumer information and confidentiality [e.g., according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA); in face-to-face conversations and on the phone; conduct in the event of a confidentiality breach; and meaning of the "need to know rule"] HHA2.5
	2.6 Explain how the direct career worker can promote an individual's independence and the right to make personal choices HHA2.6
	2.7 Describe advance directives used for healthcare planning (e.g., Living Will, Durable Power of Attorney for Medical, and Pre-hospital Medical Directive) HHA2.7
UTILIZE OBSERVATION, REPORTING, AND DOCUMENTATION SKILLS HHA3.0	**3.1** Explain the purpose of reporting and documenting HHA3.1
	3.2 Describe how to record information accurately HHA3.2
	3.3 Analyze the difference between documenting and reporting facts versus opinions or feelings HHA3.3
	3.4 Explain the importance of and reporting observed changes in individuals HHA3.4
DEMONSTRATE COMMUNICATION AND CULTURAL COMPETENCY HHA4.0	**4.1** Compare effective verbal and non-verbal communication HHA4.1
	4.2 Describe barriers to communication (i.e., judgment based on personal bias or perceptions, poor listening habits, etc.) HHA4.2
	4.3 Distinguish among aggressive communication, passive communication, and assertive communication HHA4.3
	4.4 Give examples of respectful interactions (i.e., regarding personal preferences, avoiding unprofessional forms of address, etc.) HHA4.4
	4.5 Demonstrate techniques for communicating with individuals with disabilities (e.g., persons who are blind or have low vision, persons who are deaf or hard of hearing, persons who have aphasia, persons who have mental illness, persons who have a cognitive disability, and persons who do not communicate using the spoken language) HHA4.5
	4.6 Give examples of and explain the importance of "person first language" HHA4.6
	4.7 Demonstrate how to respond in a nonthreatening way to another person's behavior HHA4.7

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	4.8 Practice problem-solving and conflict resolution techniques (i.e., active listening, open-ended questions, showing empathy, etc.) HHA4.8
	4.9 Identify culture-specific concepts or practices and explain the impact of culture on a person's needs and preferences HHA4.9
	4.10 Analyze cultural barriers to communication (i.e., one's own upbringing and perceptions, etc.) HHA4.10
	4.11 Explain "cultural competence" and actions that support culturally competent care HHA4.11
DEMONSTRATE JOB MANAGEMENT AND SELF-CARE SKILLS HHA5.0	**5.1** Distinguish between positive and negative stress HHA5.1
	5.2 List causes and effects of stress HHA5.2
	5.3 Identify appropriate strategies for coping with stress and reducing work-related stress HHA5.3
	5.4 Identify ways to practice appropriate time management HHA5.4
	5.5 Identify strategies to improve organizational skills HHA5.5
	5.6 Distinguish between personal and professional boundaries HHA5.6
	5.7 Describe the rights of DCWs including personal safety precautions HHA5.7
APPLY STANDARD PRECAUTIONS AND INFECTION CONTROL MEASURES HHA6.0	**6.1** Define and give examples of standard precautions (universal precautions) HHA6.1
	6.2 Analyze measures that prevent and control infections HHA6.2
	6.3 Demonstrate appropriate hand-washing technique HHA6.3
	6.4 Explain when to wear gloves and demonstrate how to apply, remove, and dispose of gloves HHA6.4
	6.5 Demonstrate compliance procedures for handling and disposing of sharps and other waste HHA6.5
ANALYZE SAFETY AND EMERGENCY PROCEDURES HHA7.0	**7.1** Describe common emergency situations including guidelines for handling emergencies (i.e., when to call 911, etc.) HHA7.1
	7.2 Describe an individual emergency plan including when to contact the family and/or supervisor HHA7.2
	Describe a service plan to include risk factors, safety precautions, and assistance to the person receiving services HHA7.3

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	7.4 Describe fire safety procedures and risk factors HHA7.4
	7.5 Describe and simulate (role-play) the use of a fire extinguisher HHA7.5
	7.6 Identify hazards in the home such as frayed cords and poisonous cleaning materials HHA7.6
	7.7 Describe ways to promote oxygen safety HHA7.7
EXAMINE NUTRITIONAL NEEDS AND FOOD PREPARATION TECHNIQUES HHA8.0	**8.1** Identify food groups and nutrients for a healthy diet and good health HHA8.1
	8.2 Explain the order of ingredients listed on the food label HHA8.2
	8.3 Explain the terms “portion” and “serving” HHA8.3
	8.4 List health issues that may require a modified diet HHA8.4
	8.5 Plan a menu based on individual preference and/or a modified diet based on dietary needs and/or a medically recommended diet HHA8.5
	8.6 Identify nutrients that may be monitored for certain diets HHA8.6
	8.7 Explain ways to encourage a person to eat and/or comply with a medically recommended diet HHA8.7
	8.8 Identify assistive devices to help a person feel more in control of the meal planning and eating process HHA8.8
	8.9 Describe proper food preparation and storage HHA8.9
	8.10 Define foodborne illness and describe ways to reduce foodborne illness HHA8.10
FACILITATE HOME ENVIRONMENT MAINTENANCE HHA9.0	**9.1** Utilize the service plan to determine cleaning tasks and how and who is responsible for completion HHA9.1
	9.2 Distinguish between personal choice and the need to complete tasks to avoid health and safety risks HHA9.2
	9.3 Identify cleaning solutions and the proper concentration of these solutions HHA9.3
	9.4 Explain procedures for trash disposal and cleaning up clutter HHA9.4
	9.5 Practice general procedures for homemaking skills (i.e., washing dishes, doing laundry, cleaning the bathroom, etc.) HHA9.5
UT ME	Skip to main content **1** Explain the importance of good body mechanics and lifting techniques HHA10.1

SAFETY TECHNIQUES HHA10.0	**10.2**	**Describe elements of good body mechanics such as proper use of leg muscles and keeping the center of gravity over the base of support** HHA10.2
	10.3	**Demonstrate good techniques for moving objects with good body alignment** HHA10.3
	10.4	**Identify assistive devices** HHA10.4
ANALYZE CHRONIC DISEASES AND PHYSICAL DISABILITIES HHA11.0	**11.1**	**Differentiate among aging, chronic illness, and disability** HHA11.1
	11.2	**Identify body systems and determine their function (e.g., heart and circulation; lungs, brain and nervous system; skin, muscles, and bones; and stomach, bowels, and bladder)** HHA11.2
	11.3	**Identify common conditions affecting body systems and their potential effect on a person's care** HHA11.3
	11.4	**Describe the effects of aging on the body** HHA11.4
	11.5	**Describe signs and symptoms of anxiety and depression** HHA11.5
	11.6	**Explain the terms "paralysis" and "amputation"** HHA11.6
EXAMINE PHYSICAL AND EMOTIONAL NEEDS OF AN INDIVIDUAL HHA12.0	**12.1**	**Describe the impact of aging on the physical and emotional needs of an individual** HHA12.1
	12.2	**Describe the physical and emotional needs of a person with a psychological or cognitive condition** HHA12.2
	12.3	**Give examples of how to determine a person's abilities, needs, and desires when providing services** HHA12.3
	12.4	**Discuss the possible emotional impact of a physical disability or a chronic disease** HHA12.4
	12.5	**Describe how age, illness, and disability affect sexuality** HHA12.5
UTILIZE TRANSFERRING AND POSITIONING SKILLS HHA13.0	**13.1**	**Identify common assistive devices (i.e., walkers, wheelchairs, etc.)** HHA13.1
	13.2	**Explain the importance of proper transfer skills and the safe use of assistive devices** HHA13.2
	13.3	**Explain the importance of repositioning to prevent skin damage and pressure ulcers** HHA13.3
	13.4	**Describe the use of a mechanical lift and/or slide board** HHA13.4
	5	**Practice assistance with ADLs (e.g., gait belt, ambulation, positioning a person in bed or a wheelchair, transferring a person out of bed, and transferring a**

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	person in and out of a wheelchair) HHA13.5
DEMONSTRATE PERSONAL CARE WITH CONSIDERATION TO PERSONAL PREFERENCES HHA14.0	**14.1** Explain the relationship between a person's service plan and the DCW's role when providing ADLs HHA14.1
	14.2 Give examples of techniques that can be used to preserve dignity and privacy while providing personal care HHA14.2
	14.3 Identify techniques used to preserve independence and respect a person's preferences while providing personal care HHA14.3
	14.4 Identify characteristics of people who might be at risk for skin-integrity concerns HHA14.4
	14.5 Identify the most common causes of skin breakdown HHA14.5
	14.6 Practice assistance with ADLs (e.g., in dressing, with meals, bathing, catheter bag, and the bed pan) HHA14.6
FACILITATE ACTIVITIES AND ACTIVITY PLANNING HHA15.0	**15.1** Identify basic principles and purposes of activities and give examples HHA15.1
	15.2 Describe how a person's functional status affects activities HHA15.2
	15.3 Give examples of activities suitable for individuals with specific disabilities HHA15.3
	15.4 Describe the individual's right to choose or refuse activities HHA15.4
	15.5 Give an example of choosing an activity appropriate to a person's cultural or religious background HHA15.5
DEMONSTRATE DEMENTIA-SPECIFIC CARE COMPETENCIES HHA16.0	**16.1** Define types of dementia HHA16.1
	16.2 Describe the stages of dementia HHA16.2
	16.3 Describe changes in cognitive abilities and the difference between normal forgetfulness and that associated with dementia HHA16.3
	16.4 Identify dementia-related symptoms of depression and withdrawal from normal life activities HHA16.4
	16.5 Understand changes in behavior and emotions HHA16.5
	16.6 Describe dementia-specific care related to communication issues and the use of a life story; ADLs; managing difficult behaviors; planning activities; pain management; safety issues HHA16.6
	7 Practice ways to redirect a person with dementia HHA16.7

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ASSIST INDIVIDUALS WITH GRIEF AND THE END-OF LIFE PROCESS HHA17.0	**17.1**	**Describe the stages of grieving and the death and dying process** HHA17.1
	17.2	**Describe physical and emotional aspects of the dying process** HHA17.2
	17.3	**Give examples of how cultural and family differences influence the death and dying process** HHA17.3
	17.4	**Explain how a death can affect a DCW** HHA17.4
	17.5	**Identify and explain coping strategies relevant to grieving and/or dying** HHA17.5
	17.6	**Describe community resources available to help with death and dying** HHA17.6
ASSIST INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES HHA18.0	**18.1**	**Identify the rights of people with developmental disabilities** HHA18.1
	18.2	**Identify ways to build and maintain a positive, professional relationship with the client/patient** HHA18.2
	18.3	**Explain the meaning and importance of "self-determination"** HHA18.3
ANALYZE COMMON DEVELOPMENTAL DISABILITIES AND THEIR CARE HHA19.0	**19.1**	**Define "developmental disability"** HHA19.1
	19.2	**Identify four conditions to qualify for services from the Division of Developmental Disabilities** HHA19.2
	19.3	**Identify effects of Cerebral Palsy** HHA19.3
	19.4	**Identify effects of Cognitive Disability** HHA19.4
	19.5	**Identify effects of Autism** HHA19.5
	19.6	**Identify effects of Epilepsy** HHA19.6
	19.7	**Describe factors that contribute to seizure activity and how to recognize when a person is having a seizure** HHA19.7
	19.8	**Describe what to do and what not to do when a person is having a seizure** HHA19.8
	19.9	**Identify when to call 911 when a person is having a seizure** HHA19.9
	19.10	**Describe how to document and report seizure activity** HHA19.10
	19.11	**Give examples of how to support a person after seizure activity** HHA19.11