HHA Inservice Training:

Each currently employed home health aide will receive a minimum of twelve (12) inservice hours in a 12 month period, unless otherwise mandated by state law. This training may be furnished while the aide is furnishing care to patients.

HHA Orientation:

In addition to the successful completion of the Competency Test and Skills Evaluation, the home health aide or personal care aide must attend an Agency orientation class which includes, at a minimum, the following areas:

- 4 hours on role of the home health aide or personal care aide as a member of the health care team, duties and limitations, relationships to the patient, family, Agency and other care personnel
- 2 hours on communication
- 2 hours on understanding basic human needs
- 2 hours on maintaining a healthy environment
- 2 hours on infection control procedures in the home
- 1 hour on emergency procedures
- Basic orientation to the Agency: rules, regulations, documentation
- Reporting and recording care and observations
- Ethics and confidentiality
- Hepatitis B information
- Back safety
- Advance Directives, Patient’s Rights and Responsibilities

Cross Reference:_____________________________________________________________________

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