**Competency Testing and Training for Home Health Aides and Personal Care Aides:**

A home health aide or personal care aide may furnish services on behalf of the Agency only after the successful completion of an approved training program and/or competency evaluation program. It is the policy of this Agency to waive training requirements for selected applicants who meet any one of the following criteria:

- Applicants previously trained as nursing assistants in a health care setting. Such training will be verified by the Agency prior to hire to assure all required areas have been successfully met during the training by the outside institution

- Applicants with one year or more of home health aide, personal care aide or nursing assistant experience in an institution

- Applicants with home health aide training from other than the State approved training program

- Applicants who are third year nursing students, LPNs or RNs

**Prerequisite Documentation:**

Documentation of past experience or training is a prerequisite to competency testing.

The agency will obtain the information for each applicant meeting the criteria stated above.

**Competency Testing Content:**

Applicants must pass written and skill performance tests.

The Competency Evaluation must address:

- Communication skills

- Observation, reporting and documentation of patient status and the care or service furnished

- Reading and recording temperature, pulse and respiration

- Basic infection control procedures

- Basic elements of body functioning and changes in body function that must be reported to an aide's supervisor
- Maintenance of a clean, safe and healthy environment

- Recognizing emergencies and knowledge of emergency procedures

- The physical, emotional and developmental needs of, and ways to work with, the populations serviced by the aide/personal care assistant, including the need for respect for the patient, his/her privacy and his/her property

- Appropriate and safe techniques in personal hygiene and grooming that include:
  
  - bedbath
  - sponge, tub or shower bath
  - shampoo in the sink, tub or bed
  - nail and skin care
  - oral hygiene
  - toileting and elimination
  - safe transfer techniques and ambulation
  - normal range of motion and positioning
  - adequate nutrition and fluid intake
  - any other task that the Agency may choose to have the home health aide or personal care aide perform

Training will not be waived for employees who provide services to patients in the home under the Local public Health Services Contract.

**HHA/PCA Written Competency Testing:**

Written competency testing shall be done at State approved testing sites or through State approved HHA/PCA programs, where required. If the state does not have a requirement for testing, the Agency will administer the National League for Nursing Home Health Aide Skills Assessment. Ten (10) additional questions will be supplied by the Agency to augment the portions regarding safety and infection control. A score of 70% for each portion will be accepted as "satisfactory." A home health aide is not considered to have successfully passed a written competency evaluation if the aide has an "unsatisfactory" rating in one or more of the required areas.

Cross Reference: ___________ Updated 10/16/08

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HHA/PCA Skills Competency Testing:

Skills competency testing shall be carried out by direct observation. Testing will be done by a nurse registered by the state in which he/she practices.

Observations shall be recorded on the Home Health Aide Skills Competency Checklist. The skills to be observed are:

- Ambulation and transfers
- Occupied bedmaking
- Handwashing
- Offer the bedpan or urinal
- Bed bath
- Skin care
- Shower, tub bath
- Range of motion and positioning
- Shampoo in sink, tub or bed
- Mouth care
- Nail care
- Back rub
- Temperature
- Pulse, respiration, blood pressure

Tasks will be evaluated as performed on either a lab setting or with a consenting patient. No task shall be assigned for independent performance until observed and passed by a qualified RN. The home health aide is not considered to have successfully passed a competency evaluation if the aide has an “unsatisfactory” rating in more than one of the required areas.

Cross Reference:

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