Caregiver Course Outline

A. Identification:
   1. Subject Area: Caregiver Training Program
   2. Course Title: Caregiver
   3. Non-credit: Professional Development/ Non-Credit
   4. Description: The caregiver training is completed as a combination of classroom instruction and supervised skills training using a variety of instructional methods including lecture, video, reading written material, demonstration, hands-on practice, and supervised group projects. Skills practice is part of classroom learning and is different from supervised skills training. Supervised skills training means experiential learning focused on acquiring the ability to provide caregiving services to residents. Total Classroom Instruction 88 hours, Total Supervised Skills Training 16 hours, and Total Training Time 104 hours. This course is state certified and will allow the student to take the Arizona State Assisted Living Facility Caregiver Exam.

B. Course Goals:
To provide the students with the necessary skills to prepare them for understanding the contemporary environment of assisted living community needs in Arizona with a solid foundation related to the components which are the basis of the healthcare industry and to emphasize caregiving services to residents within assisted living facilities in addition preparation to become certified as a Caregiver though taking the Arizona State Assisted Living Facility Caregiver Exam.

C. Course Outcomes:
Students will:
1. Identify and understand the levels of care within an assisted living facility
2. Identify legal and ethical issues and resident rights
3. Use various techniques to communicate effectively
4. Understand and demonstrate ways to manage time and stress
5. Develop service plans
6. Use various techniques to manage infection control
7. Design and implement a nutrition plans and special diets
8. Procuring, handling, and storing food safely
9. Understand and demonstrate way to manage emergency procedures
10. Use various techniques to maintain manage the home environment
11. Understand and demonstrate basic caregiver skills
12. Use various techniques to manage mental health and social service needs
13. Understand and address the needs of the cognitively impaired resident
14. Understand and assist basic restorative services
15. Determine, understand, and assist in medication management

D. Course Content:
Course Outline from AZ State R4-33-703. Curriculum for Assisted Living Facility Caregiver Training Program
1. The training program includes classroom instruction and skills training regarding each of the following subjects:
   a. Orientation to and overview of the assisted living facility caregiver training program (at least two classroom hours).
i. Levels of care within an assisted living facility, and
   ii. Impact of each level of care on residents;

b. Legal and ethical issues and resident rights (at least five classroom hours).
   i. Confidentiality (HIPPA);
   ii. Ethical principles;
   iii. Resident rights specified in R9-10-713;
   iv. Abuse, neglect, and exploitation;
   v. Mandatory reporting; and
   vi. Do not resuscitate (DNR) order and advanced directives;

   c. Communication and interpersonal skills (at least four classroom hours).
      i. Components of effective communication,
      ii. Styles of communication,
      iii. Attitude in communication,
      iv. Barriers to effective communication:
         1. Culture,
         2. Language, and
         3. Physical and mental disabilities, and
      v. Techniques of communication;

2. Job management skills (at least four classroom hours).
   a. Stress management, and
   b. Time management;

3. Service plans (at least four classroom hours). Developing, using, and maintaining resident service plans;

4. Infection control (at least five classroom hours).
   a. Common types of infectious diseases,
   b. Preventing infection,
   c. Controlling infection:
      i. Washing hands,
      ii. Using gloves, and
      iii. Disposing of sharps and other waste;

5. Nutrition and food preparation (at least six classroom hours).
   a. Basic nutrition;
   b. Menu planning and posting;
   c. Procuring, handling, and storing food safely; and
   d. Special diets;

6. Fire, safety, and emergency procedures (at least five classroom hours).
   a. Emergency planning,
   b. Medical emergencies,
   c. Environmental emergencies,
   d. Fire safety,
   e. Fire drills and evacuations, and
   f. Fire-code requirements;

7. Home environment and maintenance (at least five classroom hours).
   a. Housekeeping,
   b. Laundry, and
   c. Physical plant;

8. Basic caregiver skills (at least 12 classroom hours).
   a. Taking vital signs and measuring height and weight;
   b. Maintaining a resident’s environment;
   c. Observing and reporting pain;
   d. Assisting with diagnostic tests;
   e. Providing assistance to residents with drains and tubes;
   f. Recognizing and reporting abnormal changes to a supervisor;
   g. Applying clean bandages;
   h. Providing peri-operative care;
   i. Assisting ambulation of residents including transferring and using assistive devices;
   j. Bathing, caring for skin, and dressing;
   k. Caring for teeth and dentures;
   l. Shampooing and caring for hair;
   m. Caring for nails;
   n. Toileting, caring for perineum, and caring for ostomy;
o. Feeding and hydration including proper feeding techniques and use of assistive devices in feeding;
p. Preventing pressure sores; and
q. Maintaining and treating skin;
9. Mental health and social service needs (at least seven classroom hours).
   a. Modifying the caregiver’s behavior in response to resident behavior;
   b. Understanding the developmental tasks associated with the aging process;
   c. Responding to resident behavior;
   d. Promoting resident dignity;
   e. Providing culturally sensitive care;
   f. Caring for the dying resident; and
   g. Interacting with the resident’s family;
10. Care of the cognitively impaired resident (at least eight classroom hours).
    a. Anticipating and addressing the needs and behaviors of residents with dementia or Alzheimer’s disease;
    b. Communicating with cognitively impaired residents;
    c. Understanding the behavior of cognitively impaired residents; and
    d. Reducing the effects of cognitive impairment;
11. Skills for basic restorative services (at least five classroom hours).
    a. Understanding body mechanics;
    b. Assisting resident self-care;
    c. Using assistive devices for transferring, walking, eating, and dressing;
    d. Assisting with range-of-motion exercises;
    e. Providing bowel and bladder training;
    f. Assisting with care for and use of prosthetic and orthotic devices; and
    g. Facilitating family and group activities; and
12. Medication management (at least 16 classroom hours).
    a. Determining whether a resident needs assistance with medication administration and if so, the nature or the assistance;
    b. Assisting a resident to self-administer medication;
    c. Observing, documenting, and reporting changes in resident condition before and after medication is administered;
    d. Knowing the five rights of a resident in medication administration;
    e. Knowing classifications of and responses to medications;
    f. Taking, reading, and implementing physician medication and treatment orders;
    g. Storing medication properly and securely;
    h. Documenting medication and treatment services;
    i. Maintaining records of medication and treatment services;
    j. Using medication organizers properly;
    k. Storing and documenting use of narcotic drugs and controlled substances;
    l. Understanding how metabolism and physical conditions affect medication absorption;
    m. Knowing the proper administration of all forms of medication;
    n. Using drug-reference guides (PDR); and preventing, identifying, documenting, reporting, and responding to medication errors.

E. Summary of Assessment:
Evaluations are based on written material learning objectives through course quizzes, supervised skills demonstration, hands-on practice, supervised group projects, and supervised skills training from field experience with local participating agencies.