

**PERSONAL CARE
ATTENDANT
COMPETENCY**

Welcome!

We are pleased that you have joined our team!

This booklet gives you a general orientation to the tasks you might perform for our clients as well as some general information. This test booklet is in addition to the other information you are given during orientation such as on Rights of the Elderly and Abuse, Neglect and Exploitation. The client-specific information and assignment will be given to you by the Supervisor.

Each task is followed by at least two multiple choice questions which you must answer correctly. Upon the successful completion of this booklet, with a 100% on the test, you will be able to complete the orientation process.

We wish you well!!

PERSONAL CARE ATTENDANT COMPETENCY TEST

WELCOME

We are pleased that you have joined our team!

This booklet gives you a general orientation to the tasks you might perform for our patients/clients, as well as some general information. This booklet is in addition to the other information you are given during orientation such as on Rights of the Elderly and Abuse, Neglect and Exploitation. The patient/client specific information and assignment will be given to you by the Supervisor.

Each task is followed by at least two multiple choice questions which you must answer correctly. Upon the successful completion of this booklet, with a 100% on the test, you will be able to complete the orientation process.

PHILOSOPHY

We offer services to our patients/clients following the ideas of community integration and consumer driven care.

Community integration means that people have the right to live in the least restrictive surroundings available to them. For our patients/clients, this will probably be in their own homes. For some people, it may mean Adult Foster Care homes or Assisted Living Facilities. The individual is living in the community and can take advantage of all the community has to offer such as going to church, shopping, or to the park.

Consumer driven care means that the patient/client, or a family member acting on his or her behalf, makes the choices. For example, instead of an agency representative saying what tasks will be performed, the patient/client does. The patient/client chooses the tasks, schedule and frequency of supervision the agency will provide. The agency provides the services according to the patient's/client's wishes. For example, we understand that the patient/client may want things done in a specific way and we willingly comply.

In some programs, a representative of the payor source may designate the tasks. If the patient/client does not want a particular task, the Supervisor should contact the payor source to discuss the patient's/client's wishes.

QUIZ:

1. Mrs. Peterson is the patient/client you will see this afternoon. You have read over the list of things you need to do for her and have planned out the three hours you will be spending in her home. When you arrive, she asks you to dust the living room furniture first but you had planned to change the bed linens and do the laundry. What should you do?
 - a. Change the bed linens and do the laundry.
 - b. Call the office for instructions.
 - c. Dust the living room furniture.

2. What philosophy is demonstrated in the above example?
 - a. Community integration.
 - b. Patient/client integration.
 - c. Consumer driven care.
 - d. Consumer integration.

YOUR SUPERVISOR

Your Supervisor is your first level contact. Your Supervisor will make the assignment to you and will tell you any patient/client-specific information you will need to safely and efficiently provide services to the patient/client. Some of the reasons are critical enough that if your Supervisor is not available, you should talk to his or her Supervisor or someone else in the office rather than leave a message on voice mail. These critical items are marked with a star (*).

The reasons you should call your Supervisor or speak to someone in the office include, but are not limited to:

- changes in the patient's/client's health, mental or emotional status(*);
- If it is a health-related emergency, call 911 first, then call your Supervisor (*).
- changes in the patient's/client's needs(*);
- changes needed in the tasks provided;
- changes needed to the schedule;
- incidents that affect the patient's/client's condition(*);
- patient/client falls(*);
- patient/client is not home when you go there to work(*);
- patient/client moves(*);
- patient/client enters a nursing home or hospital(*);
- patient/client dies(*);
- someone new moves in with patient/client;
- someone moves out of the patient's/client's home(*);
- you cannot work for any reason (call in as soon as possible)(*);
- you move or change your phone number;
- you need gloves or other personal protective equipment(*);
- you have been injured on the job(*);
- the patient/client is not following the service plan or is making unreasonable service demands(*);
- the patient/client is being abused, neglected or exploited(*);
- the patient/client or someone in the patient's/client's home is taking illegal drugs(*);
- the patient/client or someone in the patient's/client's home is participating in criminal activities(*);
- the patient/client or someone in the patient's/client's home is harassing you(*); and,
- the patient/client or someone in the patient's/client's home threatens you verbally or physically(*).

QUIZ:

1. As part of your orientation, instructions are given that you should read and understand. It is your responsibility to contact your Supervisor or the office if you have any questions. You must also contact your Supervisor or someone in the office if:
 - a. The patient/client is being abused.
 - b. The patient/client enters a nursing home.
 - c. You need gloves.
 - d. All of the above.

2. Which of the following should be reported to your Supervisor or someone in the office?
 - a. Changes in the patient's/client's needs.
 - b. The patient/client has died.
 - c. The patient/client fell.
 - d. That you called 911.
 - e. All of the above.

RIGHTS OF THE ELDERLY

Please review the information you have been given on the Rights of the Elderly.

QUIZ:

1. According to the Rights of the Elderly, you, as the person providing care can:
 - a. always restrain a patient/client in his/her chair.
 - b. make the patient/client go to your physician instead of one s/he wants.
 - c. tell your sister all about the patient's/patient's/client's condition.
 - d. provide care individualized to his/her needs.

2. According to the Rights of the Elderly, the patient/client:
 - a. has the right to freedom from physical abuse.
 - b. has the right to be treated with respect and dignity.
 - c. can participate in planning their care.
 - d. All of the above.
 - e. None of the above.

ABUSE, NEGLECT AND EXPLOITATION

Please review the information you have been given on abuse, neglect and exploitation.

QUIZ:

1. What is: The illegal or improper act of someone using a patient's/client's resources for monetary profit?
 - a. Abuse.
 - b. Neglect.
 - c. Exploitation.

2. What is: The failure of oneself or someone else to provide food and other services to avoid physical harm?
 - a. Abuse.
 - b. Neglect.
 - c. Exploitation.

3. What is: Infliction of injury, intimidation or punishment with resulting physical harm, pain, or mental anguish?
 - a. Abuse.
 - b. Neglect.
 - c. Exploitation.

SOLICITATION

Please review the information you have been given about patient/client solicitation.

QUIZ:

1. You have just started working for this agency. You used to work for another agency and you really like working with one of the patients/clients there. You want her to transfer to this agency so you can take care of her again. Which of the following statements is correct?
 - a. the patient/client said she would transfer if you gave her \$50.00, so you do.
 - b. the patient/client said she would transfer if you promise to work extra for her, so you do.
 - c. you don't do anything about it.
 - d. you tell the patient/client to transfer to this agency or you will take her dog.

2. You solicited a patient/client to transfer to your agency. Which of the following is true?
- a. you did nothing wrong.
 - b. you could be terminated.
 - c. nothing will happen when the agency learns of it.
 - d. All of the above.
 - e. None of the above.

OSHA HIV/AIDS

The Occupational Safety & Health Administration (OSHA) was established in 1971 to ensure safe and healthful workplaces in America. Since it was created, workplace fatalities have been cut in half and occupational injury and illness rates have declined 40%. One of the things OSHA has done is to set minimum requirements for training that must be provided to employees. One of those training topics is Blood-borne Pathogens (BBP). The BBP rules came about primarily due to the outbreak of HIV (Human Immunodeficiency Virus) and AIDS (Acquired Immune Deficiency Syndrome). Following is a summary of information and is not meant to tell you everything you need to know about HIV/AIDS. There are other resources available for you to get more in-depth information.

AIDS is an infectious disease caused by a virus called Human Immunodeficiency Virus. The virus attacks the body's immune system so the body is unable to fight off many life threatening diseases. AIDS is the final step in the disease process. AIDS is spread by:

- sexual intercourse with an infected person;
- infected blood to blood contact;
- sharing IV drug needles with infected users; and
- infected mother to baby at birth or during breast feeding.

AIDS is not spread by casual contact! Close contact with people living or working with AIDS patients/clients does not spread the disease if there is no sexual contact or blood-to-blood contact with the infected person. For that reason Standard Precautions have been developed. The idea behind Standard Precautions is that when you are providing care, think of everyone as having an infection. The following list gives you a general idea of Standard Precautions and is not meant to be all inclusive. Take these precautions whenever you are providing care to ANYONE:

- always wash your hands before and after patient/client contact, even if you wear gloves;
- wear gloves if either you (for example: a hangnail or a cut on your hand) or the patient/client have open wounds;
- wear gloves if you are bathing the patient's/client's rectal/genital area;

- wear disposable gloves if you are going to come into contact with urine, feces, or any body secretions;
- wear disposable gloves if providing mouth care;
- wear disposable gloves if shaving a patient/client with a safety razor;
- wear disposable gloves if coming in contact with linen soiled with urine or feces;
- wear disposable gloves when cleaning the toilet, cleaning spills of urine or feces;
- cover your nose and mouth when you cough or sneeze and then wash your hands;
- wash your hands immediately with hot water and soap for 30 seconds to one minute if you come into direct contact with blood or other body secretions;
- wear other personal protective equipment (PPE) such as a long gown, goggles and/or a face mask if you are giving care which may place you at risk of being soiled from fecal material, blood or other body secretions.

If you have any further questions about HIV/AIDS you can contact the National AIDS Hotline at 1.800.342.AIDS. For information in Spanish, you can call 1.800.344.SIDA.

QUIZ:

1. The Occupational Safety & Health Administration (OSHA):
 - a. sets rules for employers to follow.
 - b. establishes guidelines for training.
 - c. has set up a blood-borne pathogen rule.
 - d. all of the above.

2. HIV/AIDS:
 - a. can be spread by casual contact.
 - b. can be spread by hugging.
 - c. can be spread by blood-to-blood contact.
 - d. can be spread by shaking hands.

3. Standard Precautions:
 - a. should be used when providing care to anyone.
 - b. say that one should wash his/her hands if wearing gloves.
 - c. say that one should wash his/her hands if coming in contact with blood, urine, or feces.
 - d. All of the above.
 - e. None of the above.

HEPATITIS B

Hepatitis B is a disease that primarily attacks the liver. It is caused by a virus called Hepatitis B. Virus (HBV). It is usually spread by contact with infected blood or using or touching material that has infected blood on it. It is also spread by sexual contact and sharing needles, razors or toothbrushes with infected people.

You can have Hepatitis B but not be sick because the symptoms haven't developed yet. They may never develop or they may develop later. There is a vaccine that you can take that may prevent Hepatitis B with its complications of liver cancer and cirrhosis of the liver.

Symptoms of the disease include fatigue, mild fever, muscle and joint aches, nausea, vomiting, loss of appetite, abdominal pain and occasional diarrhea. Some people develop jaundice which includes yellowing of the skin and whites of the eyes, dark urine, light-colored stools and itching of the skin. Hepatitis can often be cured with medicine. After taking the medicine prescribed by a doctor, a person may no longer be infectious as shown by tests and then s/he can lead a normal life, including returning to work.

QUIZ:

1. Hepatitis B is caused by a virus. It can be spread by:
 - a. touching a person who has Hepatitis B.
 - b. particles in the air when a person who has Hepatitis B coughs.
 - c. cleaning up blood spills.
 - d. particles in the air when a person who has a cold coughs.

2. Symptoms of having Hepatitis B disease include:
 - a. joint aches.
 - b. vomiting.
 - c. diarrhea.
 - d. All of the above.
 - e. None of the above.

TUBERCULOSIS

Tuberculosis (TB) is a disease that primarily attacks the lungs. It is caused by a bacteria called Mycobacterium tuberculosis. It is spread in the air when a person who has TB coughs or sneezes. You become infected if you breathe the bacteria.

TB is on the rise and people who are especially at risk include:

- people with HIV/AIDS;
- people from a place that has a lot of TB already such as Latin America and Africa;
- people who live or work in a long-term institutional setting; and/or,
- medically under served people:
 - poor;
 - homeless; and,
 - IV drug users.

You can have TB but not be sick because the symptoms haven't developed yet. They may never develop or they may develop later. A person who has TB infection but no symptoms may take medicine such as isoniazid or INH so that symptoms don't develop. A TB skin test given by a health care worker is a way to find out if you have the infection.

Symptoms of the disease include a bad cough that lasts longer than two weeks, coughing up blood or sputum, weight loss, no appetite, pain in the chest, weakness, chills, fever and night sweats. TB disease can usually be cured with medicine. After taking the medicine prescribed by a doctor, a person may no longer be infectious as shown by tests and then s/he can lead a normal life, including returning to work.

QUIZ:

1. Tuberculosis is caused by bacteria. It is spread by:
 - a. touching a person who has TB.
 - b. particles in the air when a person who has TB coughs.
 - c. cleaning up urine spills.
 - d. particles in the air when a person who has a cold coughs.

2. Symptoms of having active TB disease include:
 - a. having an open skin wound.
 - b. coughing for over two weeks.
 - c. having blood in your urine.
 - d. All of the above.
 - e. None of the above.

HAND WASHING

Although hand washing is not a task, it is an important part of many of the tasks that you might perform for a patient/client. Hand washing is the first line of defense that you will use in preventing the spread of germs from you to the patient/client or from the patient/client to you.

You should wash your hands:

- before and after contact with the patient/client;
- before handling food;
- after contact with contaminated objects;
- after blowing your nose;
- after using the bathroom; and,
- after contact with soiled linen.

QUIZ:

1. It is important for you to wash your hands when taking care of patients/clients because:
 - a. It is a task.
 - b. It makes your hands more attractive.
 - c. It is the first line of defense in spreading germs.
2. When should you wash your hands?
 - a. Before handling food.
 - b. After using the bathroom.
 - c. Before contact with the patient/client.
 - d. All of the above.

BATHING

There is more than one way to bathe a patient/client depending on his/her health status. Your Supervisor will tell you the best way to bathe each patient/client. Types of baths include a bed bath, a sponge bath, a tub bath or a shower.

There are some things that are the same for all types of baths. These include:

- remove patient's/client's clothing or assist the patient/client in removing clothes;
- use water that is safe and comfortably warm -
 - 110 - 115 degrees F;
- wash, or assist patient/client to wash, body parts -
 - face;
 - upper body;
 - for bed bath or sponge bath, change the water now;
 - lower body; and
 - genital area.

- rinse skin using clean water to remove all soap;
- dry skin surfaces; and,
- protect patient/client from unnecessary exposure and chilling.

QUIZ:

1. Types of baths you might give to a patient/client include:
 - a. bed bath.
 - b. tub bath.
 - c. chemical bath.
 - d. a and b.

2. The order in which you should wash, or assist the patient/client to wash, body parts is:
 - a. lower body, genitals, face, upper body.
 - b. face, lower body, genitals, upper body.
 - c. face, upper body, lower body, genitals.
 - d. upper body, face, lower body, genitals.

HAIR CARE

You may shampoo the patient's/client's hair in the tub, sink, or bed depending on the patient's/client's functional status.

All steps are the same except for the positioning. If your patient/client is bed-bound, position him/her with head and shoulders moved to the edge or head of bed and place a plastic or improvised water trough under his/her head so water constantly drains away from the patient/client. Use a pitcher to apply water. Otherwise, position the patient/client in a comfortable position at the sink or tub. The rest of the steps are the same:

- remove or protect clothing that may become wet during shampooing;
- protect patient/client from exposure and chilling;
- use water at safe and comfortable warm temperature;
- wash hair using shampoo and water;
- rinse hair thoroughly using clean water, pouring from a pitcher; and,
- towel dry and comb patient's/client's hair.

QUIZ:

1. Mrs. Stevens is bed-bound. You have been assigned to wash her hair each week.

She does have a specially designed trough to use. You have placed it under her head and you have the water, pitcher, and shampoo ready. What is your next step?

- a. Wash hair.
 - b. Remove or protect her gown.
 - c. Comb her hair.
2. Mr. Mancini is ambulatory. You have been assigned to wash his hair each week. You have positioned him at the sink, have the water temperature set, and have a pitcher and the shampoo ready. What is your next step?
- a. Wash hair.
 - b. Remove or protect his shirt.
 - c. Comb his hair.

DRESSING

Most of your patients/clients will be able to dress themselves. There are those, however, who will need some or total assistance from you. This might include standing by to assist your patient/client with balancing and ensuring his/her safety by not leaving the patient/client alone. Your Supervisor will give you any patient/client-specific instructions depending on the patient's/client's condition such as whether or not the patient's/client's arm needs to be supported because of loss of function.

Protect the patient/client from unnecessary exposure and chilling. Encourage self-care as much as possible. Allow the patient/client to choose his/her own outfit if possible. Respect the patient's/client's choice.

QUIZ:

1. Mrs. Jefferson is 76 years old. You have just finished giving her a sponge bath. She is now in the bedroom getting dressed. Your responsibilities include:
 - a. making the bed.
 - b. standing by to help her with balancing.
 - c. answer the phone which is ringing in the kitchen.

2. Mrs. Jefferson is almost finished dressing. She is beginning to feel tired from the bath and starting to dress. What should you do?
 - a. yell at her to hurry up.
 - b. let her sit and rest a bit as you finish buttoning her blouse.
 - c. answer the phone which is ringing in the kitchen.

GROOMING I

Grooming includes skin care, shaving patients/clients, nail care, and oral hygiene.

Skin Care

Skin care is provided to those patients/clients who may be prone to dry skin, redness or discoloration, and/or skin breakdown. When you bathe a patient/client, look at his/her skin to see if there are areas of dryness, redness or discoloration, and/or skin breakdown. After you bathe the patient/client, gently massage lotion into any area that shows any of these symptoms. Report any new symptoms to your Supervisor. If the patient/client is in bed, turn him/her to the side, not to the abdomen. Smooth clothes and/or bed linen to avoid bunching and wrinkling and to allow for free movement. If the patient/client is bed or chair bound, reposition him/her at least every two hours.

QUIZ:

1. The best time to look for symptoms of skin problems is:
 - a. when the patient/client is on his abdomen.
 - b. when the patient/client is on his side.
 - c. during the bath.
 - d. in the morning.

2. If the patient/client is bed bound, s/he should be repositioned how often? At least:
 - a. every four hours.
 - b. every two hours.
 - c. in the morning.
 - d. at 3:00 p. m.

GROOMING II

Grooming includes skin care, shaving patients/clients, nail care, and oral hygiene.

Shaving

The face of a male patient/client is shaved for comfort and appearance. Use an electric razor if possible and shave upwards on the cheek. If a safety razor is used, lather the patient's/client's cheeks with shaving soap if available or make a lather with soap and warm water. Shave against the way the hair grows. Clean the remaining soap off gently with a wash cloth soaked in warm water.

Nail Care

Nails are cleaned and groomed for comfort and appearance, also. Soak patient's/client's hands or feet in warm soapy water for two or three minutes. Clean nails and under nails. Dry hands/feet thoroughly. File nails straight across to a length to allow white to show under the entire nail. Leave no rough edges. Apply lotion to skin if needed. Contact your Supervisor if there are any breaks in the skin around the toe nails or between the toes as this may be a sign of complications due to diabetes.

QUIZ:

1. Shaving and nail care are aspects of grooming that are done for:
 - a. safety.
 - b. comfort and appearance.
 - c. to fill in the time until the shift is up.

2. When shaving a male patient's/client's face, use soap and:
 - a. hot water.
 - b. cold water.
 - c. warm water.

3. You are providing nail care to Mrs. Jenkins. While you are drying her feet, you notice several cracks between the big toe and the next toe. What should you do?
 - a. Continue drying her feet and apply lotion.
 - b. Continue drying her feet and don't apply lotion.
 - c. Continue drying her feet and then call your Supervisor.
 - d. Let her feet air dry and apply lotion.

GROOMING III

Grooming includes skin care, shaving patients/clients, nail care, and oral hygiene.

Oral Hygiene

Mouth care is essential to maintain healthy teeth and gums. In the event your patient/client has dentures, it is also important to assist the patient/client in caring for these.

If the patient/client has his/her own teeth, allow self-care as much as possible. If helping, apply toothpaste to toothbrush and apply gentle strokes: brush downward on the upper teeth and brush upwards on the lower teeth. Gently brush the tongue. Allow patient/client to rinse mouth with warm salt water, water, or mouthwash.

If the patient/client has dentures, remove them using your thumb and first finger to loosen dentures at center of gum. If the patient/client is using a commercial product, follow the directions on the box of denture cleaning material. If you are brushing them over the sink, place a wash cloth in the bottom of the sink to prevent them from breaking in case you drop them. Before putting the dentures back in, brush any teeth that the patient/client still has as described above. Also, allow patient/client to rinse mouth with warm salt water, water, or mouthwash. Replace dentures. Apply lip moisturizer if needed.

QUIZ:

1. Mrs. Hernandez has a partial denture plate. In providing oral hygiene, do you:
 - a. brush her teeth.
 - b. clean the denture as directed on the product's box.
 - c. both a and b.

2. Select the correct order for performing oral hygiene:
 - a. remove dentures, soak them, brush any teeth, put dentures back in.
 - b. remove dentures, soak them, brush any teeth, rinse mouth, put dentures back in.
 - c. remove dentures, brush teeth, put dentures back in.
 - d. brush teeth, remove dentures, soak them, rinse mouth, put dentures back in.

NUTRITION/ MEAL PREPARATION
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According to Dr. Mildred Hogstel in Home Care Personal Care Attendant Training Manual, nutrition is the science of foods and how they affect health. Proper nutrition is important for everyone. In order for our bodies to function properly, we must have certain basic foods and fluids. These foods and fluids:

1. provide energy for daily living and bodily functions;
2. promote growth and repair tissue; and,
3. provide the necessary substances for bodily functions.

Food is an essential part of maintaining and restoring health.

You may be preparing a meal for your patient/client. You will be using the food and supplies your patient/client has on hand. If your patient/client is on a special diet, such as low salt or a diabetic diet, your Supervisor will explain this to you. If you have any questions, call your Supervisor. Encourage and support your patient/client in following this special diet as much as possible.

Wash your hands. Assemble and prepare the food following general safety precautions. These include, but are not limited to:

- clean the counter and table before using;
- cut vegetables and meats on separate surfaces;
- use as low a temperature as possible on the burners;
- do not wear loose or flowing garments, especially sleeves;
- do not reach across the burners or steaming pans;
- turn pot handles in;
- use pot holders;
- do not leave the cooking unattended; and,
- clean all surfaces after using.

QUIZ:

1. Mr. Williams has high blood pressure. Your Supervisor has told you that he is on a low salt diet. You see that he is reaching for the salt shaker to sprinkle some on his vegetables. What should you do?
 - a. Slap his hand away from the salt shaker.
 - b. Remind him that he should not add salt to his food and offer him a salt substitute.
 - c. Call your Supervisor and tell him you quit because Mr. Williams is stubborn.
2. Basic nutrients from food and fluids:
 - a. provide energy.
 - b. promote growth and repair tissue.
 - c. provide the necessary substances for bodily functions.
 - d. all of the above.

FEEDING

Some patients/clients may need a great deal of assistance in eating. This requires patience and understanding on your part. Carry on a pleasant conversation as you assist your patient/client in order to provide the natural socialization that often occurs during a meal. When feeding a patient/client, follow these guidelines:

- wash your hands;
- wash the patient's/client's face and hands;
- place the patient/client in a sitting position;
- test the temperature of the food by feeling the container and testing a small amount against your inner wrist;
- tell the patient/client what you are giving him/her;
- fill the spoon only half full and place the food at the tip of the spoon;
- place the food on the center of the tongue with a slight downward pressure;

- allow the patient/client time to chew and swallow the food before putting more in his/her mouth;
- alternate food and liquid; and
- never feed a patient/client with a syringe.

QUIZ:

1. Mrs. Summerville is 97 and is bed bound. She does not speak. It is time for lunch. The food is ready and now you are going to feed her. What are the first steps to take?
 - a. wash your hands, wash the patient's/client's hands and face, place the patient/client in a sitting position.
 - b. test the food's flavor and add spices.
 - c. chat with the patient/client and alternate food with fluids.
2. Which of the following should you avoid when feeding a patient/client?
 - a. waiting patiently for the patient/client to swallow the food.
 - b. alternating food with fluids.
 - c. feeding the patient/client with a syringe.
 - d. chatting with the patient/client during the meal.

TOILETING

You may be assigned to help your patient/client to go to the toilet, to use a urinal or to use a bedpan. There are common steps for each of these methods:

- assist patient/client to the bathroom or to place the urinal or bedpan;
- place tissue within easy reach of the patient/client;
- provide privacy but remain nearby for safety or to provide assistance as needed;
- remove urinal or bedpan, cover and dispose of waste, flush toilet; rinse out urinal or bedpan;
- clean perineal and/or rectal area from front to back or assist patient/client to do so;
- assist patient/client to wash hands; and
- wash your hands.

QUIZ:

1. Mrs. Brown often reports that she is dizzy. She has asked you to help her to go to the bathroom. After she is seated on the toilet, she tells you that she is fine. What should you do?
 - a. Provide privacy but remain nearby for safety.

- b. Insist on standing there with her.
 - c. Answer the phone that is ringing in the kitchen.
2. Mr. Jefferson is bed-bound and has asked you for the bedpan. After giving it to him, what should you do?
 - a. Provide privacy but remain nearby for safety.
 - b. Insist on standing by the bed.
 - c. Answer the phone that is ringing in the kitchen.

ASSISTANCE WITH MEDICATIONS

Your patient/client may have to take medication while you are there with him/her. Your Supervisor may have assigned you the task of “assisting with self-administered medications.” This means that the patient/client must actually take the medication out of the bottle and must put it in his/her own hand and then into his/her own mouth. You may NOT do any of those steps.

You may:

- remind the patient/client that it is time to take the medicine;
- get a glass of water or other allowed fluid for the patient/client;
- open the bottles of those with tight caps; and/or
- stay with the patient/client while s/he is swallowing the medication.

QUIZ:

1. If you are assigned the task of assisting with medications, you may:
 - a. remind the patient/client that it is time to take medicine.
 - b. put the pills in the patient’s/client’s hand.
 - c. get a glass of allowable fluid for the patient/client.
 - d. a and c
2. If you are assigned the task of assisting with medications, you may not:
 - a. remind the patient/client that it is time to take medicine.
 - b. put the pills in the patient’s/client’s hand.
 - c. get a glass of allowable fluid for the client.
 - d. a and c

ATTENDANT COMPETENCY TEST

Attendant Name: _____

Date: _____

Score: _____

Please circle the correct answer to the questions listed on the attendant competency test given to you.

PHILOSOPHY

1. A 2. A
 B B
 C C
 D

YOUR SUPERVISOR

1. A 2. A
 B B
 C C
 D D

RIGHTS OF THE ELDERLY

1. A 2. A
 B B
 C C
 D D
 E

ABUSE NEGLECT AND EXPLOITATION

1. A 2. A 3. A
 B B B
 C C C

SOLICITATION

1. A 2. A
 B B
 C C
 D D
 E

OSHA - HIV /AIDS

1. A 2. A 3. A
 B B B
 C C C
 D D D
 E

HEPATITIS B

1. A 2. A
 B B
 C C
 D D
 E

TUBERCULOSIS

1. A 2. A
 B B
 C C
 D D
 E

HANDWASHING

1. A 2. A
 B B
 C C
 D

BATHING

1. A 2. A
 B B
 C C
 D D

HAIR CARE

1. A 2. A
 B B
 C C

DRESSING

1. A 2. A
 B B
 C C

GROOMING I (Skin Care)

1. A 2. A
 B B
 C C
 D D

GROOMING II (Nail Care)

1. A 2. A 3. A
 B B B
 C C C
 D D

GROOMING III (Oral Hygiene)

1. A 2. A
 B B
 C C
 D

NUTRITION

1. A 2. A
 B B
 C C
 D

FEEDING

1. A 2. A
 B B
 C C
 D

TOILETING

1. A 2. A
 B B
 C C
 D

ASSISTANCE WITH MEDICATIONS

1. A 2. A
 B B
 C C
 D D

CLEANING CONSIDERATIONS

1. A 2. A 3. A
 B B B
 C C C

Attendant Signature: _____

Date: _____

Evaluator Signautre: _____

Date: _____

ANSWER KEY

PHILOSOPHY

1. c
2. c

YOUR SUPERVISOR

1. d
2. e

RIGHTS OF THE ELDERLY

1. d
2. d

ABUSE, NEGLECT AND EXPLOITATION

1. c
2. b
3. a

SOLICITATION

1. c
2. b

OSHA - HIV/AIDS

1. d
2. c
3. d

HEPATITIS B

1. c
2. d

TUBERCULOSIS

1. b
2. b

HAND WASHING

1. c
2. d

BATHING

1. d
2. c

HAIR CARE

1. b
2. b

DRESSING

1. b
2. b

GROOMING I

1. c
2. b

GROOMING II

1. b
2. c
3. c

GROOMING III

1. c
2. b

NUTRITION/MEAL PREPARATION

1. b
2. d

FEEDING

1. a
2. c

TOILETING

1. a
2. a

ASSIST WITH MEDICATIONS

1. d
2. b