

WORK PROCESS SCHEDULE
PREVENTATIVE HOME HEALTH AIDE®
Existing Title: Home Health Aide
O*NET-SOC CODE 31-1011.00 RAPID CODE:

OVERVIEW: Preventative Home Health Aides® (PHHA®) (O*NET-SOC Code 31-1011.00) assist people in their own homes and other community settings with preventative vascular disease therapy activities under a Medical Cooperative (MC): Primary Care Physician (PCP) order for a metabolic syndrome body shaping evaluation service care plan completed by the direction of a Registered Nurse (RN), Physical Therapist (RT), Dietitian (RD), Pharmacist (RP); Certified Phlebotomist (CP) and Clinical Psychologist (CPSY). This is a new homologous specialty made up of four other specialties: certified caregiver, medical assistant; dietary aide and physical fitness aide. This specialty is trained to provide for the in-home client specific records keeping: of diet grocery selections; meal preparation of weight/heart healthy foods; implements a quantifiable vascular exercise program; takes and records vitals including weight, waist circumference, calibrates percent body fat, blood glucose; monitors medication and dietary supplements previously organized in “weekly medisets,” by registered pharmacist and certified pharmacy technician; monitors and records behavioral conditions. The prerequisite to this specialty is state recognized Certified Caregiver and as state specifically required Certified Nurse Assistant.

Description: Preventative Home Health Aides® (PHHA®) assist people in their own homes with the implementation activities of a PCP ordered metabolic syndrome body shaping evaluation service care plan under the direction of a registered nurse, physical therapist, dietitian, pharmacist; certified phlebotomist and clinical psychologist. This specialty is trained in specific and records keeping of diet grocery selection and meal preparation of weight/heart healthy foods; implements a quantifiable vascular exercise program; takes and records vitals including weight, waist circumference, calibrates percent body fat, blood glucose; monitors medication and dietary supplements previously organized in “weekly medisets,” by registered pharmacist and certified pharmacy technician; monitors and records behavioral condition. The prerequisite to this specialty is state recognized Certified Caregiver and as specific state required Certified Nursing Assistant. This training program includes the requirements for federal certification as a Preventative Home Health Aide®.

Term: Time-based (estimated 2000 hours) it is intended that after a combination of on-the-job learning or has completed 144 hours of related instruction or has demonstrated competence through written exam, the apprentice will demonstrate competence in the skills outlined below.

On-the-job Learning: Apprentices will receive training in the various work experiences listed below. The order in which this training is given will be determined by the flow of work on-the-job and will not necessarily be in the order listed. The times allotted to these various processes are the estimated times which the average apprentice will require to learn each phase of the occupation. They are intended only as a guide to indicate the quality of the training being provided and the ability of the apprentice to

absorb this training in an average amount of time. The suggested related instruction supplements on-the-job learning, follows the work process schedule.

Competencies

Approximate Hours

1. Medical Assistant

500 hours

A. Gather Clinical Data, Obtains:

- Vital signs (e.g., takes and records vitals including weight, waist circumference, calibrates percent body fat, blood glucose);
- Alerts Licensed Professional Medical Cooperative (e.g., PCP, RN, (RT), (RD), (RP); (CP) (CPSY);
- Other pertinent health problems; and
- Monitors current list of medications.

B. Maintains Documentation in the Clinic Record to ensure accurate tracking of the Patients Medical Treatment, Completes:

- Confirm updated Medication List with the MC;
- Confirm Allergy List with the MC;
- Reviews Metabolic Syndrome Body Shaping Evaluation Services Care Plan and Charts results;
- Reviews Health History Form;
- Chart improvements on Review Sheet;
- Patient notification of test results;
- Properly documents, such as but not limited to: Patient Care, Telephone Encounters;
- All entries are complete with initials and/or dates; and
- Referrals as appropriate and legible.

C. Client Administrative Responsibilities:

- Displays sensitivity courtesy and respect when dealing with patients, team members, members of other disciplines and the public;

- Responds in a positive manner to constructive feedback from patients, managers and coworkers;
- Deals with any conflict in a private and professional manner;
- Assists other members of the work team without being asked;
- Readily answer questions and/or assists other members of the team when requested;
- Seeks out work when own work is completed; and
- Keeps work area and common areas tidy.

2. Dietary Aide

660 hours

- Provides assistance in the preparation and service of weight/heart healthy diet menus in accordance to the Registered Dietitians evaluation services plan;
- Selects and meets scheduled meal and snack times for in-home clients;
- Assists in the receiving inventorying of food and supplies;
- Follows defined safety codes while performing all food preparation duties; and
- Ability to read, understand and follow recipe directions, diet orders in accordance to the Registered Dietitians evaluation service plan.

3. Physical Fitness Aide

840 hours

- Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Therapy and Counseling -- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance;
- Psychology -- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders;

- English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Medicine -- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures; and
- Service Orientation -- Actively looking for ways to help people by:

Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Time Management -- Managing one's own time and the time of others.

Monitoring -- Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.

Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Speaking -- Talking to others to convey information effectively.

Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.

Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination -- Adjusting actions in relation to others' actions.

A. Role of the Preventative Home Health Aide®

- Can explain the role and scope of work of the PHHA when working as a member of the health care team;
- Can explain the role of the PHHA in relation to the consumer/client receiving services;
- Dress appropriately, is punctual, and observes agency policy regarding emergency absence from work.

B. Client Rights and Confidentiality

- Respect the rights and observe the preference of the consumer/client in their own home
- Demonstrate ways of protecting client's privacy and promoting independence
- Respect the confidentiality of client information and adheres to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and agency confidentiality guidelines

C. Communication and Problem Solving Skills

- Can explain the term "communication" including the difference between verbal and non-verbal communication
- Demonstrate effective communication, including active listening
- Demonstrate ability to resolve conflict
- Demonstrate respect and cultural sensitivity in communicating with others
- Demonstrate the use of effective problem-solving skills
- Promptly notify supervisor related to clients needs, concerns and/or problems encountered
- Serve as an advocate for the client and treats the client and his/her significant other with courtesy and respect
- Provide report to designated staff according to procedure

D. Preventative Home Health Aide Care Skills

- Assist clients with inventorying selected diet of the Registered Dietitian Plan of care and that of client preference
- Provide clients with measurable exercise equipment according to proper procedure when indicated by Registered Physical Therapist
- Prepare with clients menu meal plan in accordance with Registered Dietitian

- Assist clients with meal preparation according to individual needs and plan of care
- Assist clients with measurable exercise equipment according to proper procedure when indicated by Registered Physical Therapist
- Monthly review with client blood lab analysis results with interpretation incorporated in to plan of care by Primary Care Physician and Registered Nurse
- Weekly review with client current list of medications and/or dietary supplements in accordance to interpretation incorporated in to plan of care by Primary Care Physician; Registered Nurse; Registered Pharmacist and Dietitian.
- Weekly assure clients have all medications and/or dietary supplement in their in-home mediset and personal storage bin
- Weekly review with client measurable results of vitals, weight, waist circumference, blood glucose, oxygen saturation in accordance to goal interpretation incorporated in to plan of care by Primary Care Physician; Registered Nurse; Registered Pharmacist and Dietitian.
- Assist clients by demonstrating proper use of measurable exercise equipment
- Clean and ensure appropriate function care of measurable exercise equipment as indicated by plan of care

E. Health Related Tasks

- Accurately measure and record temperature, pulse, respiration, blood pressure, waist circumference, blood glucose, oxygen saturation,
- Collect routine urine, stool and sputum specimens according to proper procedures
- Prepare and assist clients with complex modified diets in accordance with Registered Dietitian Care Plan
- Assist clients with prescribed exercise programs

F. In-Home and Nutritional Support

- Assist with meal planning, food preparation and serving, food shopping, storage, and handling

- Assist with the preparation of simple modified diets
- Assist client with fluid intake, measures and records when indicated on plan of care
- Assist and encourages clients to consume nutritional supplements/snacks as indicated on plan of care

G. Safety

- Use proper body mechanics at all times
- Is knowledgeable about procedures in case of emergencies in the home
- Checks exercise equipment before use and notifies supervisor of any problems identified

H. Understanding the needs of various groups of clients

- Can describe the special needs of metabolic syndrome clients, and how to address those needs
- Can describe the special needs of the diabetic clients and how to address those needs
- Can describe the special needs of client with obesity, and address their needs
- Use knowledge of disease processes in understanding clients' needs

Total On-The-Job Learning:

2000 hours

RELATED INSTRUCTION OUTLINE
PREVENTATIVE HOME HEALTH AIDE®
Existing Title: Home Health Aide
O*NET-SOC CODE: 31-1011.00 RAPIDS CODE:

Description: The 144 hours of instruction described here are recommended to ensure that an entry-level apprentice has the knowledge and skills necessary to perform effectively in this position. It is through the combination of both the on-the-job learning and the related instruction that the apprentice will achieve competence in this occupation. On completion of this training, the apprentice will receive a “Certificate of Training” credential.

Course Outline: Hours: 144

This training outline includes and adds to federal requirements of 75 hours of Home Health Aide training with at least 16 hours of supervised practical training. (Code of Federal Regulations, Title 42 Section 484.36) at least 16 hours of classroom training must be completed before beginning the supervised practical training.

These courses are taught using adult learner-centered educational techniques and the curricula and class materials are available in both Spanish and English.

- A. Communication and problem-solving skills
- B. Personal care skills including demonstration of ability to perform skills
- C. Health-related skills including demonstration of ability to perform skills
- D. Additional knowledge about disease processes
- E. Safety, Confidentiality
- F. Nutrition and Exercise

Competencies

Approximate Hours

1) Fitness Wellness Lifestyle Class room training

48 hours

Essentials of Human Anatomy and Physiology Wellness Lifestyle

- The Human Body and orientation; Basic Body Chemistry; Body systems: Cell and Tissues; Skin and Body Membranes; Skeletal Muscular; Nervous; Sensory; Endocrine; Blood; Lymphatic body defenses; Respiratory; Urinary; Reproduction; Digestive and Body Metabolism: weight lose drugs & supplements; different diets; USDA Food Guide Pyramid Cardiovascular; (e.g., factors on cardiac output, causes of increase in arterial blood pressure, atherosclerosis);

- Cardiovascular fitness assessment and conditioning: Principles of basic program design, and benefits of healthy lifestyle choices. Includes improved fitness, weight management through various measurable fitness workouts. Principals for aerobic/chair aerobics, muscle confusion based on varied variety and technique such as cross training and heart rate zone training.
- Personalized fitness program using resistance, cardiovascular, and flexibility training: Eleven Basic Body Dynamic Exercises are reviewed with Personal Safety: 1) Set System Training Principles Training and principles to avoid plateaus and boredom; 2) Progressive Overload Principle; 3) Muscle Isolation Training 4) Muscle Confusion Fitness: 5) Split System Training; 6) Cycle Training; 7) Pyramid Training; 8) Pre-Exhaustion Training Principles 8) Partial Repetition Training Principles; 9) Continuous Tension Training Principles; 10) Forced Reps: 11) Includes orientation to selected exercise equipment, fall prevention, evaluation of personal fitness status and goal setting; Personal Safety: 1) Bend Your Knees ; 2) "Hug" 3. Avoid Twisting 4) Reaching; 5) Firm Footing.
- Physical Therapist Assist Basics Wellness Lifestyle Class room training:
- General Assessment: Physiology Basic Concepts and Terminology; Key Monomers & Dermatome; Deep Tendon Reflexes, Superficial & Grades; Pathological Reflexes for Adults; Key Upper Motor Neuron signs & symptoms; Pulses and Edema.
- Musculoskeletal System: Loose packed resting position & closed packed positions; Differential Diagnosis of Muscle Strains, Tendinopathy & Ligament sprains; Patient self report instruments for the musculoskeletal system; Key orthopedic special tests; special test for peripheral; Pain Descriptions & related structures; Nervous System Examination; Disease Specific Outcome measures; Functional Mobility Test.
- Cardiovascular & Pulmonary: Vital signs; Normal/Abnormal Breath Sounds; Vocal sounds/adventitious lung sounds; Heart Auscultations; Normal/abnormal heart sounds; Quick arterial blood gases analysis; EKG/ECG terminology; normal/abnormal EKG/MET levels; Ratings of Perceived Exertion Scale (RPE); MHR & THR Calculations; Absolute Contraindications to Initiating Continuing Exercise Dyspnea Scales; Angina Scale Pharmacology cardiovascular & Pharmacology; Special Cardiovascular & Pulmonary Test & Surgical Interventions

2) Nutrition Wellness Lifestyle Class room training

48 hours

- Overview of Nutrition: Nutrients in Foods in the human body (e.g., carbohydrates, Fat, Protein, Vitamins, Minerals, Water).

- Summary of Nutrition Science: Dietary Reference; Nutritional Assessment; Planning Healthy Diets: principles and guidelines, (e.g. USDA Food guides Labeling): ingredients, serving size, nutrition facts, daily values, Nutrient/health claims;
- Consumer education: Price is not an indication of quality, check the label to see whether the product meets USP standards. This organization's standards require that a supplement be able to disintegrate and dissolve thoroughly in the stomach within a certain time period, thus encouraging timely absorption of the nutrients by the body.
- Science of Nutrition Part 1: Chronic Diseases, risk factors for chronic diseases. Consumer concerns about foods and water.
- Science of Nutrition Part 2, 8 hours: Digestion, Absorption, Transport; Carbohydrates Sugars, Fiber; Lipids: Triglycerides, Phospholipids, Steroids; Protein: amino Acids; Metabolism transformation and interaction; Energy Balance and Body Composition; Water soluble Vitamins B/C; Fat soluble vitamins A/D/E/K; Water and major minerals/trace minerals.
- Life Cycle Nutrition Infancy, Childhood, Adolescence, Adulthood, Pregnancy and later years: Weight Management: overweight, obesity and underweight; water may be the single most important catalyst in losing weight and keeping it off.
- Metabolic Syndrome Evaluations and Therapy: Understanding a Physical Examination with Medical History; Request for Consultation Summary of Medical Diagnostic Codes; Medical Transcription Abbreviations and Symbols, Pulmonary/Cardiology terms as they relate to vital signs.

3) Administrative Medical Wellness Lifestyle Class room training 48 hours

- Professional Behavior in the work Place; Interpersonal Skills and Human Behavior; Medicine Ethics and the Law;
- Metabolic Syndrome Evaluation and Therapy Computer Concept Skills; Scheduling Appointments Daily operations; internal company written communications and policy and procedures; Internal Company Banking Services and Procedures; Management of practice finances; Medical Practice Marketing and Customer Services;
- Medical Record Management; Medical Patient Confidentiality The Health Insurance Portability and Accountability Act (HIPAA) of 1996;

- Basic of Health Insurance and Claim Forms Essential Medical Diagnostic Coding and Transcription Wellness Lifestyle Class room training.

Total Classroom hours

144 hours

Required Selected Texts:

Section 1: Fitness wellness: Pima Community College select course text from: FSS155; FSS234; FSS243; FSS276; FSS262; FSS241; FSS243; FSS280; FSS277; FAW128F3; FAW104F2; FAW106F4; FAW110F1

Section 2: Physical Therapy Wellness Bar Charts Academic Quick Study SKU 5461400315, course instruction complete by a Master Degree level Registered Physical Therapist

Section 3: Nutrition wellness “Understanding Nutrition” 11th edition by Ellie Whitney /Sharon Rady Rolfes, Publisher Wadsworth Cengage Learning ISBN 139780495116691 /SKU 900495116867

Section 4: Administrative Medical Wellness “Kinn’s The Administrative Medical Assistant,” Published by Saunders & Elsevier by Alexander Young BBA,RMA,CMA; ISBN 139781416032014 / SKU 901416032013

Section 5: Medical Diagnostic Coding and Transcription Beginning Medical Transcription Course 6th edition Publisher Thomson/Delmar Learning by Patricia Ireland & Mary Novak ISBN1401841082 / SKU 901401841088

Section 6: Human Anatomy and Physiology Wellness “Essential of Human Anatomy & Physiology Published by Pearson Benjamin Cummings by Ellaine Marieb RN/PHD ISBN 1397801321513533 / SKU780321513533