

Home Care Aide Skills Checklist

Training program instructors often find it helpful to have information available about how their students are performing on the Skills Test. The information provided below is based on statewide data (not program specific) that identifies checkpoints that more than 20% of candidates are getting incorrect. Those checkpoints that are incorrect may be because the candidate overlooked performing that aspect of the skill or because the candidate did not meet the requirements of the checkpoint. In some cases, the checkpoint might include several requirements, and perhaps the candidate met some, but not all of the requirements.

The information provided in this document can be helpful to instructors, who may use it in considering teaching strategies or aspects of skills that may require additional emphasis when training students. Prometric recognizes that there are challenges in teaching and that this information does not necessarily reflect any deficiencies in how instructors are teaching or covering material. Because a student is taught to do something, it does not guarantee that they will actually perform it correctly or perform it correctly consistently. However, it is recognized that any improvements in candidates' performances potentially impacts improved client care

Provide passive ROM exercises to client's shoulder

Does the candidate:

Move client's straightened arm away from side of body towards HOB and return toward side as one repetition (shoulder abduction/adduction)?

Provide rotation exercise to the shoulder?

Feed a client

Does the candidate:

Sit to feed a client?

Help a client to walk

Does the candidate:

Cue client to push up with arms from chair to stand?

Cue client to reach for chair before sitting?

Common care practices

Does the candidate:

Use infection control measures and standard precautions to protect the client and the HCA throughout procedure?

Leave common use items within client's reach at end of care (e.g., phone, glasses, remote, tissue, glass of water)

Provide perineal care to a female client

Does the candidate:

Dry perineal area by patting with towel moving from front to back?

Wash, rinse and dry perineal area and buttocks?

Wipe from front to back when washing, rinsing and drying peri-anal area?

Turn and reposition a client who must stay in bed

Does the candidate:

Support upper arm using padding or pillow?

Leave client in side-lying position, avoiding direct pressure on hipbone?

Provide mouth care to a client

Does the candidate:

Brush, or offer to brush, the client's tongue?

Use barrier (e.g., towel) to protect client's clothing while providing mouth care and remove at completion of procedure?

Put a knee-high stocking on a client's leg

Does the candidate:

Prepare stocking for application by turning sock inside out to at least the heel area?

Transfer a client from bed into a wheelchair

Does the candidate:

Assist client to apply non-skid footwear before standing?

Position wheelchair to allow for pivot with front interior wheel at side of bed, with chair parallel or slightly angled, before beginning transfer?

Have the client's feet (wearing shoes) positioned flat on the floor before standing?

Cue client to hold onto armrest(s) before sitting in wheelchair?

Provide fingernail and hand care to a client

Does the candidate:

Dry client's hand, including between fingers, after removing from water and before cleaning under or shaping fingernails?

Provide catheter care

Does the candidate:

Hold catheter near opening (meatus) to prevent tugging when washing and rinsing catheter?

Remove gloves without contaminating self after rinsing and storing equipment?

Help a client to take medication

Does the candidate:

Select the correct medication bottle?

Cue client to drink full cup of water?

Ask client or check if medication is swallowed or check that swallowed?

Clean and store a client's denture

Does the candidate:

Place a clean denture in denture cup filled with clean and cool or tepid water or denture solution?

Remove gloves without contaminating self after rinsing and storing equipment?

Provide foot care to client

Does the candidate:

Observe condition of skin of foot separating toes to check between and turns foot to look at heel before beginning foot cleansing?

Submerge foot in water with basin filled to level sufficient to cover foot completely?

Wash client's entire foot, including between toes with soapy washcloth after soaking?

Dry client's foot, including between toes, after removing from water and before cleaning under or shaping toenails?