

## 10A NCAC 06A .0305 IN-HOME AIDE TASKS AND REQUIRED COMPETENCIES

(a) Tasks to be performed and required competencies for In-Home Aides performing Level I - Home Management are as follows:

### Tasks

#### Home Management

- Pay bills as directed by client
- Provide transportation for medical appointments and shopping
- Clean and care for clothing: ironing, simple mending, laundering
- Do basic housekeeping tasks: sweeping, vacuuming, dusting, mopping, dishes
- Make minor repairs to house and furnishings
- Make un-occupied bed
- Recognize and report changes in health and environment
- Identify medications for client
- Provide companionship and emotional support
- Prepare simple meals
- Shop for food from verbal or written instruction
- Observe and report symptoms of abuse, neglect, and illness to proper professional

### Required Competencies

#### Communication Skills

- Methods of communication
- Maintaining control
- Observing, documenting and reporting
- Confidentiality

#### Mental Health and Illness

- Characteristics of good mental health
- Personality differences

#### Family Dynamics

- Cultural and Ethnic Life-styles
- Role of families in meeting individual needs

#### Home Management Skills

- Maintaining a clean and safe environment
- Basic housekeeping
- Shopping
- Clothing care and repair
- Paying bills

#### Food and Nutrition

- Role of nutrition in promoting good health
- Balanced meal preparation and food handling and storage

#### Disabled Adults

- Life long aging process
- Disabled persons as individuals
- Specific needs of older persons

#### Understanding Basic Human Needs

- Physical and psychological needs
- Needs hierarchy
- Client and Patient Rights

#### Medications

- Retrieve and identify

- medications for client
- Do's and don'ts of medication

Responding to Emergencies

- Fire
- Personal injury and sickness
- Observe and report systems of abuse, neglect, exploitation, illness, or unsafe environment to proper professionals
- Other dangers

Personal Hygiene (worker)

- Expectations regarding cleanliness, odors, smoking

Safety Measures

- Household safety tips
- Body mechanics for aides
- Transporting of client

Inappropriate Tasks

- Personal care
- Deviation from care plan
- Other inappropriate tasks

(b) Tasks to be performed and required competencies for In-Home Aides providing Level II - Home Management and Personal Care are as follows:

Tasks

**Home Management**

- Assist in following budget prepared by case manager
- Assist to find and use community resources
- Perform reading and writing tasks
- Demonstrate and model simple altering and mending techniques
- Demonstrate and model housekeeping
- Assist in organizing household routines
- Assist in making or purchasing clothing or other household items
- Plan menus using food guide
- Assist with developing a market order and shopping
- Demonstrate and model food handling, preparation and storage

Required Competencies

Communication Skills

- Roles of the service delivery team
- Plan of care
- Report writing

Mental Health and Illness

- Effects of stress
- Defense mechanisms
- Dementia

Family Dynamics

- Family life cycle
- Issues at each stage of life
- Effects of disruption

Home Management Skills

- Housekeeping techniques and routines
- Demonstrating and modeling homemaking tasks

## Personal Care

- Assist ambulatory client with mobility and toileting
- Provide care for normal, unbroken skin
- Assist with personal hygiene, (mouth care, hair and scalp grooming, fingernails and bathing; shower, tub, bed, basin)  
Cut and trim hair
- Shave client (electric and safety razor)
- Provide basic first aid
- Apply ace bandages, TED's, binders (demonstrated competency verified by R.N.)
- Make occupied bed
- Assist limited function patient with dressing
- Observe, record and report self-administered medications
- Apply and remove prosthetic devices for stable clients (demonstrated competency verified by R.N.)
- Assist with feeding clients with special conditions (no swallowing difficulties)
- Assist and encourage physical activity and prescribed exercise
- Assist client with self-monitoring of temperature, pulse, blood pressure and weight (demonstrated competency verified by R.N.)

- Working within a budget
- Clothing and household supply purchasing
- Knowledge and use of community resources

## Food and Nutrition

- Planning menus from a food guide
- Developing a market order
- Principles of food preparation
- Following a prescribed diet

## Ill and Disabled Adults

- Diseases of the elderly
- Coping with chronic illness

## Special Care Skills

- Assist with feeding clients with special conditions (excluding swallowing difficulties)
- Application of ace bandage, TED's, binders
- Assist and encourage physical activity and prescribed exercise
- Assist ambulatory client with mobility and toileting
- Assist limited function client with dressing
- Making occupied bed
- Assist with application and removal of prosthetic devices

## Personal Hygiene (client)

- Assist with bathing (bed, tub, shower, basin)
- Assist with mouth care
- Assist with hair and scalp grooming (cut and trim hair)
- Assist with fingernail care (clean and file)
- Shaving clients (electric and safety razor)
- Normal skin care

## Medications

- Reminding and reinforcing

self-administered medications  
• Observe, report, record  
self-administered medications

Abuse and Neglect  
• Recognizing and reporting  
criteria (age specific)

Infection Control  
• Preventing the spread of  
diseases  
• Hand washing techniques

Basic First Aid  
• Principles of cardio-  
pulmonary Resuscitation  
• Taking temperature, pulse,  
height and weight  
• Taking blood pressure

Inappropriate Tasks

(c) Tasks to be performed and required competencies for In-Home Aides providing Level III - Home Management and Level III - Personal Care are as follows:

Tasks

**Home Management**

- Demonstrate securing and caring for household furnishing
- Teach basic sewing and use of sewing machine
- Demonstrate how to plan for a move, locate housing, and organize moving activities
- Teach and reinforce house-keeping methods, home safety, energy conservation, and sanitation skills
- Teach and reinforce personal hygiene and self care, reinforce sound health care practices, and personal safety techniques
- Take and accompany to medical appointments; reinforce special diet routines; monitor treatment plans
- Teach and reinforce household budgeting and planning skills; teach proper use of credit
- Demonstrate and reinforce comparison shopping and good

Required Competencies

Communication Skills

- Promoting client independence
- Strategies for guiding, supporting, and encouraging
- Medical terminology
- Documentation

Mental Health and Illness

- Substance abuse
- Mental retardation
- Types of mental disorders

Principles of Adult Education

- How Adults Learn
- "Let's Do" teaching

Food and Nutrition

- Comparison Shopping
- Principles of therapeutic (specialized) diets
- Purchasing, planning and preparing therapeutic (specialized) diets
- Observing dietary

consumer practices with food, clothing and furnishings

- Teach and reinforce management of time and resources, including work simplification techniques
- Teach and reinforce appropriate food handling and cooking skills
- Monitor and reinforce family progress on protective service plan goals

### **Personal Care**

(Tasks subject to nurse supervision requirements of the Nursing Practice Act.)

- Assist with feeding clients with special conditions
- Give bed bath
- Make occupied bed
- Assist with mobility, gait training using assistive devices
- Assist with range of motion exercises
- Assist limited function patient with dressing
- Take and record temperature, pulse, blood pressure, height and weight, respirations
- Observe, record and report self-administered medications
- Apply and remove prosthetic devices for stable client
- Apply ace bandages, TED's, binders
- Assist with scalp care
- Trim toenails for clients without diabetes or peripheral vascular disease
- Empty and record drainage of catheter bag
- Shave clients with skin disorders
- Administer enemas
- Insert rectal tubes and flatus bags
- Bowel and bladder retraining
- Collect and test urine or fecal specimens
- Perineal care
- Apply condom catheters
- Chair and stretcher transfer
- Turn and position

treatment plans

Infection Control

- Isolation techniques
- Universal precautions
- Application in the home

Death and Dying

### **Personal Care Track**

Personal Hygiene

- Bed bath
- Shampoo in bed
- Shave client with skin disorders
- Trim toenails (no diabetes or peripheral vascular disease)
- Perineal and catheter care

Treatment Techniques

- Assist with feeding clients with special conditions
- Force and restrict fluids
- Care of non-infected skin ulcers
- Clean dressing changes (non-sterile)
- Vaginal douches
- Apply prescribed heat and cold
- Assist client in understanding medical orders and routines, encourage compliance
- Intake and output
- Take respirations

Elimination and Treatment

- Empty and record drainage of catheter bag
- Bowel and bladder retraining
- Collect and test urine or fecal specimens
- Insert rectal tube and flatus bag
- Apply condom catheters
- Administer enemas
- Use of bedpans and urinals

Other Training Techniques

- Apply and remove EKG

- Safety measures (side rails, mitts, restraints)
- Change non-sterile dressings
- Force and restrict fluids
- Apply prescribed heat and cold
- Care for non-infected decubitus ulcers
- Assist clients in understanding medical orders and routines, encourage compliance
- Assist with purchase and preparation of diet food specified by professional
- Vaginal douches after instruction
- Assist with prescribed physical and occupational therapy
- Plan menus for special diets
- Monitor dietary treatment plan, provide feedback to professional

Tasks With Special Training  
(Requires Nurse Aide II registration with the NC Board of Nursing)

- Administer gastrostomy tube feedings
- Perform in and out bladder catheterizations
- Change sterile dressings

- monitor leads
- Post mortem care
  - Gastric suction (maintenance)
  - Turn, cough and deep breath
  - Restorative services

Body Mechanics

- Transfer techniques
- Use of lifts
- Assistive devices
- Assist with prescribed physical and occupational therapy

Safety Measures

- Side rails, mitts restraints

Basic First Aid

- Cardiopulmonary Resuscitation

### **Home Management Track**

Home Management Skills

- Teaching housekeeping skills
- Planning and organizing moving activities
- Energy conservation
- Basic mending and sewing and use of sewing machine
- Home safety skills

Financial Management

- Setting family goals
- Developing a family budget
- Making good budgeting and spending choices
- Use of credit
- Consumer protection practices

Resource Management

- Securing and caring for household furnishings
- Teaching management of time and resources
- Locating housing
- Work simplification techniques

Self Care

- Personal hygiene and

- health care practices
- Personal safety techniques
  - Following treatment plans

- Family Dynamics
- Understanding dysfunction in families
  - Impact of substance abuse
  - Reinforce new skills and patterns in poorly functioning families

(d) Tasks to be performed and required competencies for In-Home Aides providing Level IV - Home Management are as follows:

Tasks

Required Competencies

**Home Management**

- Provide supervision and role modeling of appropriate care and supervision when family is available but unable to perform caretaker duties due to physical or emotional illness (under close case supervision by social worker)
- ! Implement strategies developed on social work plan including arranging transportation, housing and other auxiliary services (under close case supervision by social worker)
- Demonstrate management of food resources and menu planning (under close case supervision by social worker)
- Provide case tracking and follow up to social work staff by observing families in home environment
- Assist professionals in establishing and maintaining various client groups
- Provide tracking of household budgets with clients
- Identify indicators of risks to families and appropriately report to social worker

- Family Dynamics
- Characteristics and interventions for multi problem families
  - Impact of loss, separation
  - Family violence
  - Confrontation skills
  - Principles of adult learning

- Home Management Skills
- Planning moves
  - Understanding eviction procedures
  - Elimination of household safety hazards relevant to client functioning

- Protective Services
- Legal base and liability
  - Factors of increased risk for abuse or neglect
  - Indicators of mental and emotional functioning

*History Note: Authority G.S. 143B-181.1(c); 143B-181.9A; Eff. December 1, 1991; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 6, 2016.*