



Name of Policy	In-Service Education	Number 5.5.2.8.5
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Policy Statement:	Provides a process and curriculum for the in-servicing of home health aides.
Procedure:	<p>All Care at Home home health aides shall attend at least 12 hours annually of staff development activities which shall consist of in-service training programs, workshops, or conferences related to home health care or specific needs of patients and which shall include but not be limited to:</p> <ul style="list-style-type: none"> • Instruction in how to assist patients to achieve maximum self-reliance through re-learning and modifying activities of daily living; • Principles of good nutrition; • Meal planning, food purchasing and preparation of meals, including special diets, • Information on the emotional and physical problems accompanying illness, disability, or aging; • Principles and practices in maintain a clean, healthy, pleasant and safe environment that encourages morale building and self-help;

	<ul style="list-style-type: none"> • Items requiring referral to the home health agency, including changes in the patient’s condition or family situation; • Observation, reporting, and documentation of patient status; • Policies and objectives of the agency; • Confidentiality and patient information; • Patient rights; • Principles of infection control • Verbal/non-verbal communication skills; and • Principles of body mechanics. • Dementia specific training that includes: communicating with persons diagnosed as having Alzheimer’s disease or other forms of dementia; the psychological, social, and physical needs of those persons; and safety measures which need to be taken with those persons.
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Signature:	Name:	Date of Review: