



# Caregiver Learning Academy Course Summary

Welcome to the *Caregiver Learning Academy Training Program*! This program has been designed to help you master the skills and knowledge you need in order to enter the job market as a trained Personal Caregiver. The course includes DVD instruction, lectures, workbook exercises, demonstrations by the instructor, hands-on practice and a final exam.

You will be given the book *Quick Tips for Caregivers* to use as your textbook. You will also receive the *Quick Tips for Caregivers Workbook*. The workbook contains a variety of exercises and puzzles designed to help you become skilled at providing quality care.

The following is a summary of what you will study during the program:

- ✓ Working as a Caregiver
- ✓ Introduction to Home Care
- ✓ Ethical and Legal Behavior
- ✓ Communication Skills
- ✓ Basic Human Needs
- ✓ Care of the Elderly and Disabled
- ✓ Grief and Loss
- ✓ Observation, Reporting and Documentation
- ✓ HIPAA in Home Care
- ✓ Developing Cultural Competence
- ✓ Infection Control & Bloodborne Pathogens
- ✓ Essential Bedrest Skills
- ✓ Body Mechanics
- ✓ How to recognize and prevent pressure ulcers
- ✓ Active range of motion exercises
- ✓ How to make an occupied bed
- ✓ Restraints
- ✓ Elasticized stockings
- ✓ Assisting with shower or tub bath
- ✓ Oral hygiene
- ✓ Shaving
- ✓ How to give a bed bath
- ✓ Pain assessment
- ✓ Weight Measurement
- ✓ Oxygen Therapy
- ✓ How to Assist with Medications
- ✓ Urinary and Fecal Incontinence
- ✓ Urinary Catheters
- ✓ Fall Prevention
- ✓ Fire Safety
- ✓ Safe Wheelchair Use
- ✓ Walkers, crutches and canes
- ✓ How to use a gait belt
- ✓ Nutrition
- ✓ Alzheimer's disease: early to mid-stage, mid to late-stage
- ✓ Medical Emergencies and Emergency Preparedness
- ✓ Elder Abuse and Neglect
- ✓ Reducing Personal Stress
- ✓ Specific Diseases and Conditions of Aging including: diabetes, depression, cardiovascular disease, cerebral vascular disease, multiple sclerosis, Parkinson's, ALS, spinal cord injury and arthritis

To receive the full benefit from this training program, we recommend:

- Attend each class session. Be on time and be prepared.
- Don't be shy about asking questions. Be an active participant.
- Do the class homework and complete your workbook assignments. *Workbook assignments must be completed in order to graduate.*
- Build on your personal experience.
- Practice and use the new skills you learn in the program.

*Note: A score of 75% or higher on the mid-term and final exams is also required for graduation.*