

# Skilled Care - Agency Initial Training Outline

## Day 1: Service Delivery

### 1. Introduction

- a. *Why home care*
- b. *Homebound*
  - i. *Medicare*
  - ii. *Private payer sources*

### 2. Clinical Care

- a. *Admission*
  - i. *Referral*
  - ii. *Assess*
    - 1. *Acceptance*
    - 2. *Rejecting a client*
  - iii. *Consent forms*
  - iv. *485*
  - v. *Coordination of Care*
    - 1. *30 day*
    - 2. *60 day*
  - vi. *Re-certification*
- b. *D/C and Transfer*
- c. *OASIS*
- d. *Timeframes*
- e. *Infection control*
  - i. *Bag technique*
  - ii. *Hand hygiene*
    - 1. *Gel*
    - 2. *Hand washing*



### 3. Ethical Considerations

### 4. Administrative Duties

- a. *Supervision*

- i. LPN's
- ii. PTA/COTA
- iii. HHA

b. Q/A

- i. Notes
- ii. Physician orders

5. **Documents for Personnel Files**

- a. Employees Vs Contactors.
- b. Competency evaluations, Performance evaluations



**Day 2 Interactive Portion**

1. **Case Studies: Interactive mock demonstrations**

- a. Accepting patients
- b. Accessing patients
- c. Writing a 485 (2-3)

2. **Ethics case studies**

3. **QA**

- a. Change in client status- physician contact
- b. HHA notes
- c. Supervisory visit calendar for PTA/COTA
- a. Documents for Personnel Files

