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Temporary Personal Care Attendant Program
What You Need to Know

March 31, 2020

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Access via this link:
www.fhca.org/facility_operations/pcaprogram

Today’s Speaker

Kim Broom
Director of Clinical and Regulatory Affairs
Florida Health Care Association

Personal Care Attendant Program

- Section 400.211(2)(a), Florida Statutes, States:
The following categories of persons who are not certified as nursing assistants under part II of chapter 464 may be employed by a nursing facility for 4 months:
(a) Persons who are enrolled in, or have completed a state-approved nursing assistant program.
- In Florida Statutes, 400.23(3)(a) 2, States:
Nursing assistants employed under s. 400.211(2) may be included in computing the staffing ratio for certified nursing assistants if their job responsibilities include only nursing-assistant-related duties.
**Personal Care Attendant Program**

- AHCA temporary approval of Personal Care Attendants (PCA) to perform resident care procedures currently delivered by Certified Nursing Assistants (CNA).
- Provides nursing centers with additional staff to care for residents during State of Emergency and to train new workers to obtain skills necessary to become a CNA.
- The program is effective March 28 through May 1, 2020, or until such time AHCA finds it necessary to extend or discontinue program to meet needs of crisis.
- PBJ reporting under “Nurse Aide in Training”.

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**Temporary COVID-19 Personal Care Attendant**

- Eight (8) Hour Preservice Course
- 5-Hour Classroom
- 3-Hour Simulation/Competency Check-Off
- Continued On-the-Job Training

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**Individual Requirements**

- A candidate for training must be at least eighteen (18) years of age.
- There are no minimum educational requirements.
Training Standards

• Completion of all training and documentation requirements for PCA candidates is the ultimate responsibility of the training/hiring facility.
• The PCA training course must be taught by an RN.
• Training must consist of five (5) hours of classroom teaching and three (3) hours of supervised simulation in which the PCA candidate exhibits competency in all areas of training.

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Training Standards

• PCA program must be developed using applicable portions of the Nurse Aide Curriculum. The curriculum may be supplemented with additional resources relevant to current industry concerns and regulatory directives or guidance concerning COVID-19.
• Upon the completion of instruction, PCA candidates must simulate and demonstrate competency in all required care procedures.

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Training Standards

• Under observation by the instructor, PCA candidates will first simulate procedures while working together in pairs or teams. Next, the instructor (or the instructor with the assistance of a licensed nurse) must observe each candidate’s simulation of required skills and document the candidate’s competency.
• Upon completion of the eight (8) hour course, the facility will maintain a record of all PCA candidates who complete training and demonstrate required competencies to AHCA. When requested by AHCA, the facility will provide the names of all PCAs working in the facility at the time of the request.

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Training Standards

- The facility must fully notify its certified and licensed staff members that PCAs have a limited scope of permissible work, and detail what duties may not be delegated to PCAs. If the facility learns that any PCA is performing duties outside the limited scope of permissible work, it must immediately intervene, stop the PCA, and reassign those duties to authorized personnel.

Required Areas of Competency

I. Resident Rights/HIPAA/Abuse & Neglect (15 minutes)
   A. Response to a witnessed (or reported) breach
   B. Immediate reporting of Abuse and Neglect to Nurse/Manager on Duty

II. Infection Control (30 minutes)
   A. How infection is spread (chain of infection/modes of transmission)
      1. COVID-19 and facility policy for screening
   B. Hand Hygiene (Handwashing, ABHR, Cough Etiquette)
   C. Standard Precautions/Personal Protective Equipment
II. Infection Control (30 minutes)

D. Handling of clean and soiled linens

E. Disinfection of common use articles/equipment/high touch objects/areas

Note: The PCA will not be assigned or provide care or services to a resident in Isolation Precautions.

III. Emergency Procedures (15 minutes)

A. What to do when a Resident is found on the floor

B. Choking: Heimlich Maneuver

IV. Activities of Daily Living (120 minutes)

A. Initial Steps/Responding to a call light

B. Obtaining a temperature (all routes other than rectal), reporting/documentation

C. Making an unoccupied bed/handling of linens
Required Areas of Competency

IV. Activities of Daily Living (120 minutes)

D. Turning and repositioning the Resident while in bed
E. Making an occupied bed

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Required Areas of Competency

IV. Activities of Daily Living (120 minutes)

F. Transfer from bed to chair/wheelchair/Use of Gait belt-
   One person standby/transfer

Note: For anything beyond a one-person transfer, the PCA may
only assist and must be directed by a certified/licensed staff
member.

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Required Areas of Competency

IV. Activities of Daily Living (120 minutes)

G. Assistance with Bed bath/Partial bath and Dressing/Undressing
H. Incontinence/Perineal Care
I. Assist to Toilet/Use of urinal (only for a resident
   requiring one person/standby assistance)
J. Oral Care - conscious residents only

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Required Areas of Competency

IV. Activities of Daily Living (120 minutes)

K. Devices/Use/Storage
   1. Hearing Aids
   2. Eyeglasses
   3. Dentures

Note: Emphasis on orthotics and prosthetics must be placed by a certified nursing assistant.

Required Areas of Competency

IV. Activities of Daily Living (120 minutes)

L. Final Steps/Observations to report to the Nurse

Required Areas of Competency

V. Skin Care/Pressure Prevention (15 minutes)

A. Basic care/interventions/devices

B. Offloading/floating heels
Required Areas of Competency

V. Skin Care/Pressure Prevention (15 minutes)
   C. Observations to report to the Nurse/Manager on Duty
      4. Open area or skin condition observed to be lacking a dressing
         a. Emphasis on no dressing applied by the Personal Care Attendant
      5. Observed bruises, abrasions or skin tears

Required Areas of Competency

VI. Oxygen Use/Safety (15 minutes)
   A. Nasal cannula/tubing/storage/observing liter flow
   B. Potential hazards/safety

Required Areas of Competency

VII. Nutrition/Hydration (15 minutes)
   A. Mechanically Altered Diets/Thickened Liquids/Adherence to Diet
   B. Passing Trays/Retrieving Trays (set up/opening packages for residents who can consume meals independently)
      Note: PCAs cannot feed a resident
VII. Nutrition/Hydration (15 minutes)

C. Passing ice water
D. Food storage/safety

VIII. Dementia Care (30 minutes)

A. Stages of Dementia/Overview
B. Tips on communicating with cognitively impaired Residents
C. Recognition of when to seek additional staff assistance

IX. Mental Health/Challenging Behaviors (30 minutes)

A. Responding to a challenging behavior
B. Recognition of when to seek additional staff assistance
C. Reporting a challenging behavior to Nurse/Manager on duty
Required Areas of Competency

X. Review of Resident Rights, Abuse & Neglect Reporting, and Reporting to the Nurse (15 minutes)

A. Sample scenarios of situations involving Resident Rights, abuse and neglect

B. Review of immediate protection of Resident until assistance arrives, if abuse is in process

C. Review of duty to immediately report to the Nurse/Manager on Duty

Continued On-the-Job Training

• Upon completion of the initial 8-hour course the Personal Care Attendant will work under the direct supervision of the nursing staff and in collaboration with the Certified Nursing Assistants providing ADL services to the residents.
Continued On-the-Job Training

- During this on-the-job training period, facilities will work with the Personal Care Attendant to further improve and expand his/her resident care skills.

- Facilities are further encouraged to provide continued educational training so that those Personal Care Attendants who seek a career as a Certified Nursing Assistant rise to the competency level in which they can become a Certified Nursing Assistant.

PCA Program Resources

- www.fhca.org/facility_operations/pca program

- Today's Webinar Recording/Handouts
- PCA Competencies Check Off
- PCA Program Sample Training PowerPoint