

MORNING GLORY HOMECARE, INC.
TRAINING FOR STATE OF ILLINOIS
PRIOR TO YOUR FIRST ASSIGNMENT
4 HOUR IN-OFFICE IN-SERVICE MATERIAL

1. Employee Job Responsibilities and Limitations.
2. Communication Skills: hard of hearing, dementia, or other needs.
3. Observation, reporting, and documentation of client status and the service furnished- including changes in functional ability and mental status demonstrated by the client.
4. Personal Care: bathing, skin care, hair care, nail care, mouth care, shaving, dressing, feeding, ambulation, exercise, transfers, positioning, toileting, and medication reminders.
5. Performance of ability to assist in the proper use of specific adaptive equipment, such as a gait belt, walker, wheelchair, etc., if the caregiver will be working with clients who use such devices.
6. Basic hygiene and basic infection control practices.
7. Maintenance of a clean, safe, and healthy environment.
8. Basic personal and environmental safety precautions.
9. Recognizing emergencies and knowledge of emergency procedures; including basic first aid and implementation of a client's emergency preparedness plan.
10. Confidentiality of client's personal, financial, and health information.
11. Behaviors that would constitute abuse or neglect, and the legal prohibitions against such behaviors. As well as, knowledge and understanding of abuse and neglect prevention and reporting requirements.
12. Additional information Morning Glory would like you to be knowledgeable about prior to your first assignment- the care of clients with the following: dementia, diabetes, stokes, and Parkinson's Disease, as well as clients who may be under hospice care.

I, _____ hereby sign that I have received the four hours of training required by the State of Illinois prior to my first homecare assignment.

Applicant's Signature

Date

Time Started: _____

Time Finished: _____

In-Service Office Personnel Signature