



National Guidelines for Apprenticeship Standards  
**Home Health Aide**



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# Home Health Aide

## Job Description:

Monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. Work is performed under the direction of offsite or intermittent onsite licensed nursing staff. Provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. May also help with tasks such as preparing meals, doing light housekeeping, and doing laundry depending on the patient’s abilities.

## Appendix A-1: Work Process Schedule

O\*NET-SOC CODE: 31-1121.00      RAPIDS CODE: 1086HY

1. Maintain medical records.	Approximate Hours
A. Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.	200
<b>Total Hours</b>	<b>200</b>

2. Assist patients with daily activities.	Approximate Hours
A. Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.	75
B. Bathe patients.	75
C. Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.	75
D. Care for children who are disabled or who have sick or disabled parents.	75
<b>Total Hours</b>	<b>300</b>

3. Give medications or immunizations.	Approximate Hours
A. Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine.	200
<b>Total Hours</b>	<b>200</b>

<b>4. Engage patients in exercises or activities.</b>	<b>Approximate Hours</b>
A. Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert.	150
B. Direct patients in simple prescribed exercises or in the use of braces or artificial limbs.	150
<b>Total Hours</b>	<b>300</b>

<b>5. Feed patients.</b>	<b>Approximate Hours</b>
A. Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets.	100
<b>Total Hours</b>	<b>100</b>

<b>6. Teach basic living or other adaptive skills to patients or caregivers.</b>	<b>Approximate Hours</b>
A. Provide patients and families with emotional support and instruction in areas such as caring for infants, preparing healthy meals, living independently, or adapting to disability or illness.	200
<b>Total Hours</b>	<b>200</b>

<b>7. Accompany patients or clients on outings to provide assistance.</b>	<b>Approximate Hours</b>
A. Perform a variety of duties as requested by client, such as obtaining household supplies or running errands.	100
B. Accompany clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship.	100
<b>Total Hours</b>	<b>200</b>

<b>8. Apply bandages, dressings, or splints.</b>	<b>Approximate Hours</b>
A. Change dressings.	200
<b>Total Hours</b>	<b>200</b>

<b>9. Assess physical conditions of patients to aid in diagnosis or treatment.</b>	<b>Approximate Hours</b>
A. Check patients' pulse, temperature, and respiration.	100
<b>Total Hours</b>	<b>100</b>

10. Administer therapy treatments to patients using hands or physical treatment aids.		Approximate Hours
A. Massage patients or apply preparations or treatments, such as liniment, alcohol rubs, or heat-lamp stimulation.		200
<b>Total Hours</b>		<b>200</b>
<b>Grand Total Hours</b>		<b>2,000</b>

## Appendix A-2: Related Technical Instruction

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Class Number	Class Name	Credits	Hours
ALHT150	<p><b>INTRODUCTION TO HOME HEALTHCARE</b> Home healthcare aides help elderly disabled and ill persons in their own homes instead of being in a healthcare facility. This course focuses on anatomy, stages of human development, preventing the spread of infectious disease, special client needs, transfers and ambulation, safety and body mechanics, maternal and infant care, and much more.</p> <p><b>COURSE OBJECTIVES:</b> Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Define the role and function of the home health care worker and describes the legal limitations of being a home health care worker.</li> <li>• Define the responsibilities of the home health care worker as a member of the health care team in an acute care, acute rehab, hospice, home health or LTC environment.</li> <li>• Differentiate between hospitals, long term care facilities, and home health agencies as to their purposes and home health care worker expectations.</li> <li>• Identify the chain of command in the organizational structure of the health care agency.</li> <li>• Maintain acceptable personal hygiene and appropriate dress practices.</li> <li>• Explain the importance of punctuality and commitment on the job.</li> <li>• Describe the role in maintaining service excellence value.</li> <li>• Demonstrate effective management of multiple tasks and prioritizing work activities.</li> <li>• Explain the responsibility to identify, prevent and report abuse, exploitation and neglect as found in the law.</li> <li>• Identify both physical and psychological indicators of stress in self and others, as well as identifying stress reduction techniques.</li> <li>• Demonstrate effective interpersonal conflict management skills.</li> <li>• Identify ways to help others manage anger and difficult work situations.</li> <li>• Explain the responsibility of the home health care worker to report abuse to public authorities as legislated.</li> </ul>	3	45

Class Number	Class Name	Credits	Hours
ALHT102	<p><b>COMMUNICATION SKILLS FOR HEALTHCARE WORKERS</b></p> <p>A lack of proper communication skills can cause misunderstandings and even endanger the patient’s safety. Therefore, it is important for all Nurse Aides to enhance their communication abilities to enable proper care for the patient. Good communication is an important characteristic for Nurse Aides to perform their daily duties. Nurse Aides should be able to express themselves clearly when communicating with the patient, co-workers, supervisors and other people in the healthcare field. This not only ensures patient safety but also builds a good working relationship with the team members. Good communication skills include active listening and accurately documenting/reporting the patient’s status.</p> <p><b>COURSE OBJECTIVES:</b></p> <p>Upon successful completion of this course, the apprentice will be able to</p> <ul style="list-style-type: none"> <li>• Demonstrates abuse free verbal and non-verbal communication in keeping with the NA’s role with clients and their families.</li> <li>• Observes by using the senses of sight, feel, touch and smell to report client behavior to the licensed professional.</li> <li>• Documents Observations using appropriate terms that are specific to the work environment.</li> <li>• Explains the importance of reporting observations and measurements to the licensed Professional.</li> <li>• Explains the importance of maintaining the client’s record.</li> <li>• Demonstrates effective communication skills with supervisors and staff.</li> <li>• Communicates thoughts, feelings and ideas to justify decisions or support positions on workplace issues.</li> <li>• Demonstrates speaking, reading, writing and social skills that supports effective participation as a team member.</li> <li>• Demonstrates actions for asking appropriate questions to clarify meanings, understand outcomes or solve problems.</li> <li>• Explain the concept of diversity and why it is important.</li> <li>• Describe cultural diversity and how the nurse aide manages cultural differences among people.</li> <li>• Demonstrates support for differences among clients and people.</li> <li>• Identify elements of one’s own cultural formation and their potential impact in nursing practice.</li> <li>• Use effective communication skills to promote clients’ well-being.</li> <li>• Communicate in a respectful adult manner in accordance with the client’s stage of development and cultural background</li> </ul>	1	15

Class Number	Class Name	Credits	Hours
ALHT104	<p><b>PRINCIPLES OF NUTRITION &amp; BASIC EMERGENCY PROCEDURES</b></p> <p>This is an introductory course in food and nutrition and chemical composition of the essential nutrients, and how they are processed and utilized in the body are discussed. An emergency is a situation that arises suddenly and requires immediate action to keep a person safe. Emergencies can be medical in nature, involving an acute illness or injury that requires immediate attention to prevent the person from dying or experiencing permanent long-term effects. Emergencies can also be environmental, involving changes to a person's environment that affect the person's health and safety. Examples of environmental emergencies include fires, weather emergencies (such as snow storms, tornadoes and hurricanes) and disasters (severe events that cause widespread damage and destruction, affecting many people and disrupting normal functioning of the community). As a nurse aide, you must know how to respond in the event of an emergency to keep the people in your care safe.</p> <p><b>COURSE OBJECTIVES:</b></p> <p>Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• List general principles of basic nutrition</li> <li>• Demonstrate knowledge and understanding of modified diets</li> <li>• Read the instruction for special diets</li> <li>• Serve prepared food as instructed</li> <li>• Document meal completion</li> <li>• Report Changes in the client's meal consumption to the proper professional</li> <li>• Describe factors that promote safety, comfort and client's rights when assisting clients with nutritional and dietary needs</li> <li>• Practice feeding and positioning methods that prevent aspiration</li> <li>• Identify cultural and faith based practice variations in diet</li> <li>• Use proper body mechanics</li> <li>• Follow safety and emergency procedures</li> <li>• Identify safety measures that prevent accidents to clients</li> <li>• Demonstrate proper use of safety devices</li> <li>• Identify signs of choking and obstructed airways</li> <li>• Manage foreign body airway obstruction</li> <li>• Call for help when encountering convulsive disorders, loss of consciousness, shock and hemorrhage</li> <li>• Assist client within nurse aide scope of work practice until professional help arrives</li> <li>• Follow disaster procedures</li> <li>• Report emergencies accurately and immediately</li> <li>• Identify Potential Fire Hazards</li> <li>• Follow appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse-free quality care</li> </ul>	1	15

Class Number	Class Name	Credits	Hours
ALHT109	<p><b>PERSONAL CARE SKILLS I</b> This course will cover how to care for and assist clients with cognitive impairments, such as Alzheimer's or mental illness; by helping clients with tasks related to hygiene.</p> <p><b>COURSE OBJECTIVES:</b> Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Shampoo and groom hair</li> <li>• Assist the client with shaving</li> <li>• Assist the client with mouth care</li> <li>• Administer mouth care for the unconscious client</li> <li>• Demonstrates denture care</li> <li>• Feed clients according to regulations</li> <li>• Distribute nourishment and water</li> <li>• Assist the client going to the bathroom</li> <li>• Assists the client in using bedside commode, urinal, bedpan</li> </ul>	3	45
ALHT120	<p><b>CPR/FIRST AID</b> Prepares students to perform first aid and CPR in a variety of circumstances. Students receive certification from the American Red Cross.</p> <p><b>COURSE OBJECTIVES:</b> Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Prevent medical emergencies from occurring.</li> <li>• Describe the steps that need to be taken prior to delivering care during a medical emergency.</li> <li>• Identify the normal functions of the human body to know when the body is not functioning properly.</li> <li>• Assess a victim during a medical emergency to determine what care is needed.</li> <li>• Perform CPR on adult, child, and infant victims.</li> <li>• Use an AED on adult, child and infant victims.</li> <li>• Manage breathing emergencies in adult, child, and infant victims.</li> <li>• Manage soft tissue injuries and bleeding.</li> <li>• Manage musculoskeletal injuries.</li> </ul>		
ALHT151	<p><b>MEDICAL ETHICS</b> Prepares students to display professionalism and perform within ethical and legal boundaries in the healthcare setting.</p> <p><b>COURSE OBJECTIVES:</b> Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> <li>• Describe how the ethical principles/virtues of autonomy, justice, trust, and caring apply to the delivery of health care</li> <li>• Recognize the importance of and bring to bear ethical principles, virtues, values and theory in professional activities</li> <li>• Apply an ethical decision-making process to various contemporary and complex health care issues</li> </ul>	2	30
	<b>TOTAL</b>	<b>12</b>	<b>180</b>



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