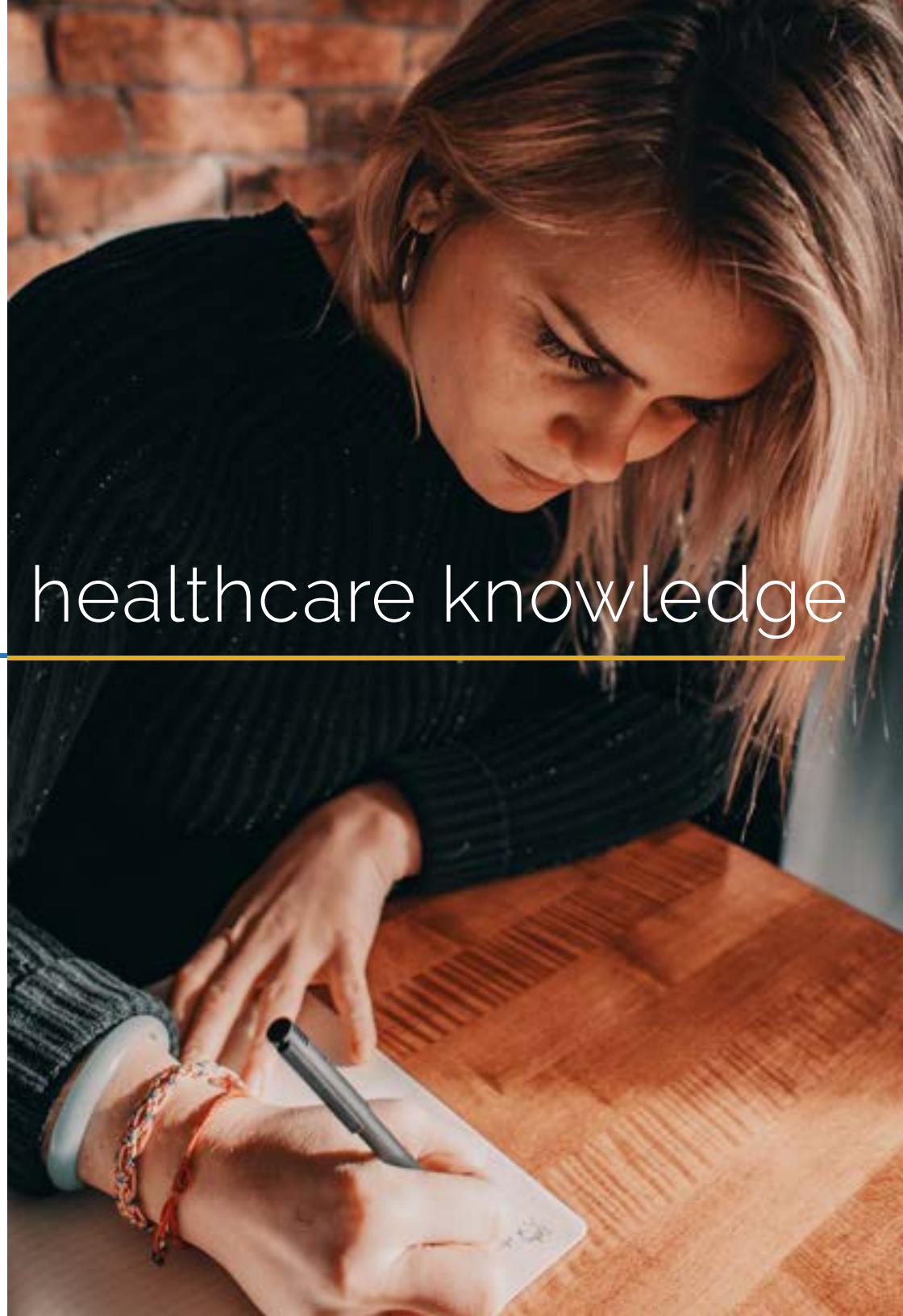




Broaden your healthcare knowledge

THE PERSONAL CAREGIVER CERTIFICATE COURSE IS DESIGNED SPECIFICALLY FOR THOSE INTERESTED IN WORKING WITH THE ELDERLY, THE DISABLED AND INDIVIDUALS RECOVERING FROM ILLNESS OR INJURIES BY MAINTAINING THEIR QUALITY OF LIFE IN THEIR HOME ENVIRONMENT.



Program Goals & Objectives

- Identify common learning strategies
- Develop effective oral and written communication skills as well as critical thinking skills
- Explain the responsibilities of the personal caregiver to accurately observe, record and report information about the client, family and home environment
- Identify ways of meeting client's needs in each developmental stage
- Describe the importance of medical ethics in regards to the personal caregiver
- Demonstrate the correct practice of standard (universal) precautions in a client's home to prevent spread of infection
- Demonstrate the procedures for moving, positioning, and transferring clients
- Demonstrate personal care procedures such as oral hygiene, bathing, grooming and range of motion exercises
- Apply standard procedures for measuring vital signs
- Demonstrate special procedures such as heat/cold applications, medication administration, collecting specimens, oxygen use, intravenous infusions, dry dressings, and infection control
- Discuss the role of the personal caregiver in caring for clients with special healthcare needs such as the elderly, infants and children, and those with mental illnesses
- Explain how the personal caregiver meets the physical, emotional, social and spiritual needs of the dying client
- Follow appropriate emergency procedures when required



Accredited Online Personal Caregiver Training

- + There are no due dates for your course and you will have up to 6 months to complete your program
- + Each course consists of one e-Textbook and an online Study Guide
- + To contact your Instructor Raul, please email instructor@blackstone.edu. Any general questions, please email info@blackstone.edu

This course is broken down into 7 units. Students who choose to enroll using our monthly payment plan have access to a new unit every month upon making their monthly payment. Students who pay in full will have access to all course materials, meaning they do not have to wait for a payment to process to move on the next unit. To ensure that students are mastering the concepts presented in each unit, exams must be taken prior to the next unit releasing.

BCI certificate courses have been designed for the purpose of professional growth, personal enrichment and continuing education. These courses have been developed from approved components of our online Career Training Programs. They are approved by our national and regional accreditors, however they are separate from our Pennsylvania licensure. [Click here](#) to see our online Career training programs.

Skills for Success

In Unit 1, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson.

Interpersonal Communications

Unit 2 provides an overview of how interpersonal communications affect workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome communication barriers caused by diversity. Finally, this lesson will explore team building strategies.



Caregiver Lesson 1

This Lesson introduces the home care industry, the role of home health aides, how to communicate effectively and understanding the client's needs. It also covers systems in the human body, how to observe and report client information and working with ill and disabled clients. You will receive access to Mosby's Textbook for the Home Care Aide.

Caregiver Lesson 2

This Lesson discusses how to manage the home environment as a home health aide. You will learn your responsibilities for maintaining a healthy environment, the basic principles of nutrition and how to develop safety-conscious behavior.



Professional Development & Ethics

In this lesson, you will read about professional development and medicolegal ethics. Attitude, self-esteem, professional attire, and grooming are all topics presented in this lesson. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education will be discussed. You will read about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality is explored in this lesson. This lesson also presents the HIPAA guidelines, discussing the Privacy and Security Rules, Protected Health Information, access control, de-identified information, and work area security.

Caregiver Lesson 3

This Lesson provides information on safety factors including how to Prevent Infection and procedures for moving, positioning and transferring clients. Unit 12 also includes detailed information on bed making, personal care, elimination, collecting specimens, measuring vital signs and more.



Caregiver Lesson 4

This Lesson discusses the special needs of the client. It includes the changes that occur in a mother after delivery, infant and child care, the aging process and care for older adults. An overview of dealing with emergency situations is presented along with Caring for Clients with Mental Illness, Caring for Clients with Illnesses Requiring Home Care and Caring for the Clients at the End of Life.



Have Questions?

You can enroll online, anytime or call us during operating hours: Monday - Friday 8:30 a.m. - 4:30 p.m. (EST) to enroll over the phone with a student representative.

Please email us at info@blackstone.edu

Toll Free: **800.826.9228**

Phone: **610.871.0031**