

# PERSONAL CAREGIVER PROGRAM OUTLINE



# PROGRAM OVERVIEW

**Blackstone's online Personal Caregiver training program is a perfect fit for individuals interested in working with the elderly, the disabled, and patients recovering from illness and injuries by maintaining their quality of life in their home environment. Learn relevant caregiving skills that can be applied to a variety of work fields within the home care and healthcare industries. Across the nation, thousands of people require personal care in settings such as home health organizations, rehabilitation centers, and home care placement services.**

**[State Licensing Information](#)**

# PROGRAM OUTLINE

**Lesson 1 | Blackstone's Skills for Success**

**Lesson 2 | Interpersonal Communications**

**Lesson 3 | Personal Caregiver 1**

**Lesson 4 | Personal Caregiver 2**

**Lesson 5 | Professional Development and Ethics**

**Lesson 6 | Personal Caregiver 3**

**Lesson 7 | Personal Caregiver 4**

# Blackstone's Skills for Success

## UNIT 1



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

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.

# Personal Caregiver 1

## UNIT 3



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.

# Personal Caregiver 2

## UNIT 4

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 and Ethics

## UNIT 5



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.

# Personal Caregiver 3

## UNIT 6

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.

# Personal Caregiver

## 4

### UNIT 7



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.

# PROGRAM OUTCOMES

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



# PROGRAM OUTCOMES

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



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