

RCTC **LEARN**.NET

e-learning for those who care

Online Education for
Home Care and Hospice
from Educators You Trust



Direct Education
Catalog of Courses

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Welcome!

2018

On behalf of the entire staff at RCTCLEARN.NET, I'd like to welcome you as a new or returning customer. We are excited to be your partner in on-line homecare and hospice education.

RCTCLEARN has been providing online education to home care and hospice workers for over 15 years. Our library of over 100 courses continues to grow. Interactive content, knowledge checks and visuals keep our learners engaged and coming back for more.

RCTCLEARN's courses are available when you choose 24/7. Start and stop courses as your schedule allows. Review the material, take the necessary quizzes and final and be rewarded with a Certificate of Completion. It's that convenient and easy!

Courses in this catalog have been designed to meet the learning needs of home health aides, nursing assistants, personal care workers and volunteers. Please see our Professional Catalog for courses intended for nurses and therapists.

Still have questions? Give us a call or send us an email. We are happy to provide assistance! Or, feel free to check us out at www.RCTCLEARN.NET.

Toll Free Help Desk: 877-396-6261
Email: Info@rctclearn.net

Keep Learning!

Kristi Kiehne
E-Learning Program Specialist



Approvals/ Accreditations

Colorado Department of Public Health and Environment

All courses under the Paraprofessional (minus the End of Life care module), HHA/NA training, Personal Care worker, and Therapy Continuing Education are CDPHE approved.

Higher Learning Commission Rochester Community and Technical College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Testimonials:

"A customer satisfaction rating of 98% means we plan to keep RCTCLEARN.NET as a member benefit indefinitely!"

Indiana Association for Home & Hospice Care

"...topics are relevant and supplement annual in-service training"

Nurses Plus Home Healthcare

"...more than a vendor, they're a partner"

Home Care Association of Washington

". . . a benefit our Members can't live without"

Illinois Homecare & Hospice Council

Affiliations:



Paraprofessional Healthcare Continuing Education

Abuse and Neglect for Health Care Paraprofessionals



Each year, millions of adults and children in the United States are abused and neglected. Many of them are severely assaulted, and thousands are killed. Others are intimidated, isolated, humiliated, and controlled by their abuser. Recognizing the signs of abuse, neglect, and vulnerability and then knowing where and how to report it is an important step to preventing further injury.

Contact Hours:
1.6 hour(s) based on 60-minute contact hour

Advanced Principles of Infection Control for Paraprofessionals



Preventing and controlling infections is a primary concern for health care workers. Learning infection control principles and common sense work habits is important to meet the goal of controlling infections. New medical devices and procedures add an additional challenge to applying good infection control habits. This course is designed to provide the paraprofessionals with a review of standard infection control practices and procedures as well as more advanced information on various commonly seen diseases.

Contact Hours:
1.6 hour(s) based on a 60-minute contact hour

Basic Infection Prevention and Control for the Paraprofessional



Preventing and controlling infections is a primary concern for health care workers. Learning about infection control and common sense work habits is important to meet the goal of controlling infections. This session is designed as an entry-level course for paraprofessionals

learning about infection control. Common infectious diseases and protective practices associated with the diseases are discussed.

Contact Hours:
1.3 hour(s) based on 60-minute contact hour

Cardiovascular System Review for Health Care Paraprofessionals



The cardiovascular system is vital to the health and well-being of all people. The heart and blood vessels that make up the cardiovascular system deliver blood and other material within the body. Even though treatment for cardiovascular disease has improved over the years, it is still the number one cause of death in the United States. This course will help you better understand the effect of the aging process on the cardiovascular system, as well as your role in the care of older persons with cardiovascular disease.

Contact Hours:
2.5 hour(s) based on a 60-minute contact hour

Care Sim: Decision Making and Communication



This course is designed to help you understand key elements in the decision-making and communication processes. It allows you to apply both decision-making and communication skills to a real-life care situation. This course is set-up with three short courses that lead to a simulation exercise. You must complete all of the short courses, quizzes and simulation to receive a certificate of completion.

Contact Hours:
3.0 hour(s) based on a 60-minute contact hour

Dementia: Care Basics



Dementia is a global term used to describe a group of symptoms caused by changes in the brain. It affects a growing number of people each year. This course will provide an overview of dementia; it's

symptoms as well as common causes. Basic care techniques to address the challenges associated with dementia will also be discussed.

Contact Hours:
1.0 hour(s) based on 60-minute contact hour

Dementia: Challenging Behaviors



Challenging behavior is a term used to describe disruptive behaviors that may interfere with a person's ability to participate in normal day-to-day activities. Challenging behaviors can also impact the caregiver's ability to provide effective care for the individual.

This course will assist the aide in recognizing behaviors frequently seen in individuals with dementia, the significance of these actions as well as common triggers or activating events. Communication and care methods to help decrease or avoid these behaviors will also be discussed.

Contact Hours:
1.5 contact hour(s) based on 60-minute contact hour

Diabetes Overview for Health Care Paraprofessionals



An estimated 23.6 million people in the United States have diabetes mellitus, a group of diseases characterized by hyperglycemia due to insufficient insulin action, insulin production or both. Individuals with diabetes, regardless of the type, face serious short-term and long-term complications. This course provides an overview of the different types of the disease as well as symptoms and treatments for each. Complications of the disease will also be discussed.

Contact Hours:
1.0 hour(s) based on a 60-minute contact hour

Feeding Tube Care and Complications for the Paraprofessional



This course describes common complications seen with enteral nutrition (feeding tubes), possible causes, and preventative steps/considerations for the aide. It also provides education on the importance and methods of oral cares for enteral patients. Dignity issues associated with enteral feedings leading to withdrawal of the patient from normal activities is also highlighted. The course identifies opportunities for aides to assist in promoting normal activities and maintaining patient dignity.

This is a self-paced course with knowledge check quizzes after each lesson. These non-graded quizzes allow you to check your understanding of the lesson objectives before going on to the next lesson.

Contact Hours:
.5 hour(s) based on a 60-minute contact hour

Care of the Individual Receiving Enteral Nutrition



In the past, aides in home care and long-term care have had limited exposure to individuals receiving enteral nutrition, commonly referred to as tube feedings. However, this is changing rapidly with the increase in the level of care needed for individuals in home care and/or skilled nursing facilities. Aides in these settings need knowledge of current enteral nutrition care guidelines to meet these changing needs.

This module provides aides with knowledge of current evidence based care for individuals receiving enteral nutrition. Aides will have the opportunity to learn about the gastrointestinal system and how it relates to different feeding tubes, nutritional formulas and supplies. In addition, current evidence based care techniques and observation skills necessary for providing effective care for individuals receiving enteral nutrition will be discussed.

Contact Hours:
1.0 hour(s) based on a 60-minute contact hour

Focus On Vision



Good vision plays a major role in our ability to care for ourselves and carry out all the activities we enjoy in our everyday lives. The eye is an important sensory organ that makes vision possible. Our eyes usually work so well that we are

unaware of how much we rely upon them each day. People often take good vision for granted until it is hurt or made worse in some way.

Poor vision and certainly blindness have a large impact on nearly every aspect of a person's life. Close your eyes for a minute. Then think about how difficult it would be if you could never open them again. Doing simple tasks like getting a drink of water, climbing in or out of a car, or bathing would no longer be simple activities. Completing our daily routines is something we take for granted when our vision is good. But with sudden or even gradual loss of vision, the importance of good eyesight becomes apparent.

Contact Hours:

.80 hour(s) based on a 60-minute contact hour

Hearing for Health Care Paraprofessionals



In this course, you will appreciate the major role hearing plays in a person's everyday life.

Contact Hours:

.80 hour(s) based on a 60-minute contact hour

Improving Healthcare Team Communication for Aides



Effective workplace interactions are key to providing quality patient care. At the core of workplace interactions is clear, concise, accurate, and respectful communication. During this workshop, participants will learn how various communication styles and the role of active listening impact information delivery and interpretation. In addition, participants will practice applying these components to common tools and interactions in the

workplace with the goal of continuously improving teamwork and patient care.

Contact Hours

1.0 contact hour(s) based on 60-minute contact hour

Intergenerational Communication for the Paraprofessional



We live and work in a diverse world. One aspect of diversity is communicating with people from different generations. In a single day, we may interact with someone who is 80, 60, 35 or 22. Each person is part of a unique generation

Matures, Baby Boomers, Gen X's or Gen Y's with common experiences that shaped his or her values. Once we understand these attributes, we can appreciate and have better relationships with those we serve.

As caregivers and coworkers, we are more productive and satisfied when we can build bridges, not walls, between generations. This course examines issues and challenges related to intergenerational communications. Ethnicity, immigration and family dynamics are also integrated with widely-accepted research on the behaviors, perceptions and preferences of individuals from four generations. Caregivers will learn tips and techniques for connecting with others so they can be more effective in their roles.

Contact Hours:

5.8 hour(s) based on a 60-minute contact hour

Positively Representing Your Organization



It is human nature to size others up-make judgments about them based on their actions. In fact, most of us do this without even realizing it. These assumptions, however, can impact more than just an individual.

Front-line workers, such as direct caregivers and administrative/business office staff, are often the main "face" or "representative" of an agency as they have the most interaction with clients and family. Your actions and interactions with clients and families can have a positive or negative effect on their impression of you as well as that of your agency. This module offers insight and tips to create the best

possible professional image while positively representing your organization.

Contact Hours

1.0 hour(s) based on 60-minute contact hour

Patient Privacy and HIPAA Overview for Paraprofessionals



The Health Insurance and Portability and Accountability Act (HIPAA) rules are more stringent than ever before. Every person who works with patients or comes in contact with a patient's protected health information whether direct caregivers, billing clerks, office staff, or CEO will be held to a higher standard of accountability for keeping confidential information private.

With advances in electronic medical record documentation and storage, ensuring privacy and security of individual's health information is even more challenging. The stakes are high as criminal and civil penalties for improper use or disclosure of private medical information are increasing as well. It is critical that every employee become familiar with HIPAA requirements and their role in maintaining the privacy and security of protected health information.

Contact Hours

1.6 hour(s) based on 60-minute contact hour

Respiratory System Review for Health Care Paraprofessionals



According to the American College of Allergy, Asthma, and Immunology, we breathe nearly 25,000 times and inhale more than 10,000 liters of air during a normal day.* The importance of a properly functioning respiratory system is obvious. So also is the need to recognize when the respiratory system is not working well. This course is designed to inform the paraprofessional caregiver of the normal and abnormal symptoms and diseases associated with the respiratory system.

*The American College of Allergy, Asthma & Immunology

Contact Hours:

3.3 hour(s) based on a 60-minute contact hour

Skin and Wound Care for Health Care Paraprofessionals



The skin and its components are called the integumentary system. It is an important protective barrier. Any abnormal opening in the skin, such as a wound, an injury, or sore area may result in the need for costly (financial, emotional, and physical) corrective action. This program is designed to review the integumentary system in its normal, healthy state and to examine some of the common health problems associated with skin problems. Additionally, various treatments for skin problems will be identified.

Contact Hours:

1.25 hour(s) based on a 60-minute contact hour

End of Life - Paraprofessional & Volunteer

Boundaries and Healing Hearts



This course is designed to assist the learner in understanding boundaries in health care, identify boundary issues and methods to avoid or address those issues.

Contact Hours:

2.5 hour(s) based on a 60-minute contact hour

Overview of Hospice: Care Beyond Cure



A team of professionals, paraprofessionals, and volunteers comprise the unique team of support available to the hospice patient and their families. It is important for all team members to have a clear understanding of hospice care. This course is an entry-level module for those interested in learning more about hospice, defining the roles of the team members, and

understanding the services available to the hospice patient and family.

Contact Hours:
.80 hour(s) based on a 60-minute contact hour

What Do I Say? Facing Challenges in Communication



Communication can dispel myths and fears as well as increase knowledge and trust. Paraprofessionals as well as professionals are often concerned about "what to say" and "what not to say" in the face of a terminal illness.

This course is designed to provide information and tools to enhance communication methods for working with the patient and family at the end of life.

Contact Hours:
1.6 hour(s) based on a 60-minute contact hour

What to Expect: Physical and Emotional Symptoms of Dying



Dying is much more than a medical "event". It is a time of many emotions, grief, joy, anger, reconciliation, forgiveness, and transformation for all involved. Fear of the unknown for the patient and

families is only natural. One of the fears for the paraprofessional and volunteer may be the bodily changes as death approaches. This course is an entry-level module for those interested in learning more about the physical and emotional changes a human body experiences as death approaches.

Contact Hours:
2.5 hour(s) based on a 60-minute contact hour

Home Health Aide Nursing Assistant Training

This library of courses is designed for agency or education institution use as an educational aid and resource in conjunction with hands-on instruction in a lab and or clinical setting supervised by a nurse educator. The agency or education institution is responsible for ensuring the learner has attained the

knowledge and care skills, according to their state's requirements, before providing care to a client.

Approaching Care for Dementia



Dementia is a global term used to describe a group of symptoms caused by changes in the brain. This module is designed to provide an entry level overview of the different types of dementia and common symptoms seen with the different types of illnesses. Approaches to dementia care as well as specific techniques for working with patients with dementia will be presented.

Contact Hours:
1.6 hour(s) based on a 60-minute contact hour

Approaching Care for Difficult Behavior



Difficult behaviors or challenging behaviors are terms used to describe disruptive behavior. Any patient may display difficult behaviors, regardless of his or her physical or mental health. However, such terms are typically used to describe patients who demonstrate the behaviors on a somewhat regular basis as opposed to an occasional outburst.

Contact Hours:
2.5 hour(s) based on a 60-minute contact hour

Approaching Care for Mental Illness/Disability



This session is designed as an entry-level course for paraprofessionals to gain knowledge and develop skills for the care and support of patients with mental illness or disabilities. Information on general mental health, stress, and coping mechanisms will be presented as well as specific mental illnesses and disabilities. Special care considerations will also be discussed.

Contact Hours:
.80 hour(s) based on a 60-minute contact hour

Assisting With Activity and Exercise



This course will present information on basic body mechanics, benefits of exercise, effects of immobility, and basic principles of rehabilitation. Appropriate, effective skills for activity and exercise will be presented.

Contact Hours:
2.5 hour(s) based on a 60-minute contact hour

Basic Blood Pressure Measurement Training



Blood pressure plays an important role in the health of each person. Knowing the facts about blood pressure and the proper procedure for measuring a blood pressure is important in order to provide proper care for the patient. This session is designed as an entry-level course for paraprofessionals learning about blood pressure.

Contact Hours:
2.0 hour(s) based on a 60-minute contact hour

Basic Pulse and Respiration Measurement Training



This course is designed to train the paraprofessional in the skills of taking a pulse and respiration. A specific step-by-step procedure is included.

Contact Hours:
0.6 hour(s) based on a 60-minute contact hour

Basic Temperature Measurement Training



This course is designed to train the paraprofessional in the skills of taking

a temperature. Specific step-by-step procedures for each method are included.

Contact Hours:
1.9 hour(s) based on a 60-minute contact hour

Basic Weight & Height Measurement Training



This course is designed to train the paraprofessional in the skills of measuring weight and height. Specific step-by-step procedures for each are included.

Contact Hours:
0.25 hour(s) based on a 60-minute contact hour

Communicating Effectively



Learning to effectively communicate with the patient is an important aspect of your job as a home health aide or nursing assistant/nurse aide. To effectively communicate, you need to learn to "listen" to the person's non-verbal communication (facial expression, body stance, eye contact, etc.) as well as listening to the words, in order to better understand what the patient is telling you.

Contact Hours:
2.5 hour(s) based on a 60-minute contact hour

Creating and Maintaining a Safe and Clean Environment



This session is designed as an entry-level course for paraprofessionals to learn about the basic safety measures and maintaining a clean environment. This course will present information on safety measures, emergency situations, and good body mechanics. Additionally, several skills that are necessary to maintain a safe and clean environment are presented.

Contact Hours:
3.0 hour(s) based on a 60-minute contact hour

Introduction to Home Health Aide and Nursing Assistant



Paraprofessionals (home health aides, nursing assistants, personal care attendants etc.) are the backbone of the nursing home and home health industry. It is important for workers to have a solid understanding of what the job entails. This session is designed as an entry-level course for paraprofessionals to learn about the job roles and responsibilities in the paraprofessional role.

Contact Hours:
4.5 hour(s) based on a 60-minute contact hour

Managing Elimination of Body Waste



Elimination is the body's way of removing digestive and body chemical waste products and harmful substances referred to as toxins. The process of elimination is critical for the body to operate at its best. This course will examine the different routes of elimination, the wastes created and the paraprofessional's role in providing support to the patient for the elimination process.

Contact Hours:
3.3 hour(s) based on a 60-minute contact hour

Meeting Special Care Requirements



This course addresses special procedures the aide may be asked to perform when caring for a patient with special care needs such as oxygen, tube feedings, IV therapy, drainage tubing, stoma care or support stockings. Assisting the licensed nurse with the tasks related to these special care needs improves patient care and outcomes.

Contact Hours:
2 hour(s) based on a 60-minutes contact hour

Overview of Vital Signs Measurement for the Paraprofessional



This course is designed to provide an overview of vital signs measurement. This course is part of the Home Health Aide/Nursing Assistant Training library designed for agency or education institution use as an educational aid and resource in conjunction with hands-on instruction in a lab and or clinical setting supervised by a nurse educator. The agency or education institution is responsible for ensuring the learner has attained the knowledge and care skills, according to their state's requirements, before providing care to a client.

Contact Hours:
.25 hour(s) based on a 60-minute contact hour

Preparing for the Work Environment-Home Health Aide



This course will help the reader identify the purpose of the orientation to home care experience. Important steps to take before and after performing various skills are described. The course also reviews the importance of developing sound organizational skills and strategies for working effectively with all members of the health care team. Procedures for patient admission are also discussed.

Contact Hours:
1.25 hour(s) based on a 60-minute contact hour

Preparing for the Work Environment-Long Term Care



This session is designed as an entry-level course for paraprofessionals to gain knowledge and develop skills for the care and support of patients with mental illness or disabilities. Information on general mental health, stress, and coping mechanisms will be presented as well as specific mental illnesses and disabilities. Special care considerations will also be discussed.

Contact Hours:
1.0 hour(s) based on a 60-minute contact hour

Providing Personal Care



Activities of Daily Living (ADLs) are activities that adults do every day to carry out their lives. These include bathing, dressing, grooming, going to the bathroom, walking, eating and other basic activities. The vast majority of ADLs are provided by the paraprofessional in most health care settings. Because of this responsibility, it is important as caregivers to have a solid understanding of the appropriate techniques in providing personal care. The paraprofessional also needs to be able to correctly demonstrate the proper skills necessary to provide personal care. In addition to ADLs, it is important that the caregiver understand and practice the goals of proper skin care and the preventive measures necessary to avoid pressure ulcers.

Contact Hours:

4.4 hour(s) based on a 60-minute contact hour

Supporting Proper Food and Fluid Intake



This course will present information on basic nutrition, factors affecting nutrition, common types of diets, the importance of fluid balance, and meal preparation. Appropriate, effective skills for feeding a patient and measuring intake will also be presented.

Contact Hours:

3.3 hour(s) based on a 60-minute contact hour

Understanding Basic Human Needs



This course presents information on lifespan growth and development, including the different levels of human needs. Normal changes typically seen with aging are identified, and reality as compared to myths associated with aging are examined. Additionally, individual aging differences and age-related conditions will be reviewed, as well as information on death, dying, grief, and loss.

Contact Hours:

2.9 hour(s) based on a 60-minute contact hour

Personal Care Worker

Assisting with ADLs Activity and Exercise



Activities of Daily Living (ADL's) are activities that adults do every day to carry out their lives. These include bathing, dressing, grooming, going to the bathroom, walking, eating and other basic activities. The vast majority of ADLs are provided by the paraprofessional in most health care settings. Because of this responsibility, it is important as caregivers to have a solid understanding of the appropriate techniques in providing personal care. The Personal Care Workers also needs to be able to correctly demonstrate the proper skills necessary to provide personal care.

This course will present information on basic body mechanics, benefits of exercise, effects of immobility, and basic principles of rehabilitation. Appropriate, effective skills for activity and exercise will be presented.

Contact Hours:

2.5 hour(s) based on a 60-minute contact hour

Assisting with ADLs Bathing and Skin Care

Activities of Daily Living (ADLs) are activities that adults do every day to carry out their lives. These include bathing, dressing, grooming, going to the bathroom, walking, eating and other basic activities. The vast majority of ADLs are provided by the paraprofessional in most health care settings. Because of this responsibility, it is important as caregivers to have a solid understanding of the appropriate techniques in providing personal care. The Personal Care Workers also needs to be able to correctly demonstrate the proper skills necessary to provide personal care. In addition to ADLs, it is important that the caregiver understand and practice the goals of proper skin care and the preventive measures necessary to avoid pressure ulcers.

Contact Hours:

4.4 hour(s) based on a 60-minute contact hour

Assisting with ADLs Elimination



Elimination is the body's way of removing digestive and body chemical waste products and harmful substances referred to as toxins. The process of elimination is critical for the body to operate at its best. This course will examine the different routes of elimination, the wastes created and the Personal Care Worker role in providing support to the client for the elimination process.

Contact Hours:
3.3 hour(s) based on a 60-minute contact hour

Assisting with ADLs Nutrition and Diet



This course will present information on basic nutrition, factors affecting nutrition, common types of diets, the importance of fluid balance, and meal preparation. Appropriate, effective skills for feeding a client and measuring intake will also be presented.

Contact Hours:
3.3 hour(s) based on a 60-minute contact hour

Communications for the Personal Care Worker



Learning to effectively communicate with the patient is an important aspect of your job as a personal care worker. To effectively communicate, you need to learn to 'listen' to the person's non-verbal communication (facial expression, body stance, eye contact, etc.) as well as listen to the words, in order to better understand what the patient is telling you.

Contact Hours:
2.5 hour(s) based on a 60-minute contact hour

Legal Issues for the Personal Care Worker



There are many aspects related to the responsibility an employee has to his or her employer in order to be successful in the job and make sure the working relationship is a good one. Some of the responsibilities are related to state and federal rules and laws that the employer needs to follow. Other responsibilities are in place for the employee's safety and the safety and well-being of the patient. This course will review the responsibilities an employee has to his or her employer.

Contact Hours:
2.8 hour(s) based on a 60-minute contact hour

Member of the Professional Care Team



Personal care workers are the backbone of the home health industry. It is important for workers to have a solid understanding of what the job entails. This course is designed as an entry-level course for personal care workers to learn about the job roles and responsibilities in this paraprofessional role.

This course will introduce the learner to the role of the personal care worker, including various responsibilities and functions of the role that are critical to employment success.

Contact Hours:
.40 hour(s) based on a 60-minute contact hour

Safe and Clean Environment



Safety is an important aspect of any job. In health care, safety measures need to be taken to protect the patient and the worker. This lesson reviews basic safety measures to use and response steps to take to decrease the spread of infections and prevent injury resulting from an unsafe or unclean environment.

Contact Hours:
3.0 hour(s) based on a 60-minute contact hour

Understanding Basic Human Needs



This course presents information on lifespan growth and development, including the different levels of human needs. Normal changes typically seen with aging are identified, and reality as compared to myths associated with aging are examined. Additionally, individual aging differences and age-related conditions will be reviewed, as well as information on death, dying, grief, and loss.

Contact Hours:

2.0 hour(s) based on a 60-minute contact hour

State Specific Continuing Education

Orientation to MN Home Care Statute 2014: Basic and Comprehensive



In order to provide safe, appropriate and effective care to clients, it is important for all home care licenses and staff to understand the home care requirements for their state prior to providing care or services. These requirements establish the parameters for appropriate care and services provided by the agency as well as the individual. This course is designed to provide every individual applicant for a Minnesota home care license, and every person who provides direct care, supervision of direct care, or management of services for a licensee, knowledge of the home care requirements as identified in Minnesota Statute 144A.4796.

Contact Time:

1.6 hour(s) based on 60-minute contact hour

Help Desk Information

Monday - Friday

8:00 a.m. - 4:00 p.m. (Central Time)

Evenings, Saturdays, Sundays & Holidays

Please leave your name and phone number and your call will be returned on the next business day.

If you are having issues with logging on or printing your certificate, please provide your username in addition to the above information.

Contact Information

Individual Purchases/Registration Information

info@rctclearn.net

Toll Free: 1-877-396-6261

Agency/Association Package Pricing Information

info@rctclearn.net

Toll Free: 1-877-396-6261

Support

info@rctclearn.net

Toll Free: 1-877-396-6261