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**SELF-ASSESSMENT GUIDE**

Qualification	<b>CAREGIVING (CLIENTS WITH SPECIAL NEEDS) NC II</b>		
Certificate of Competency (COC 1)	<ul style="list-style-type: none"> <li>• Provide Care and Support for Children with Special Needs</li> </ul>		
Units of Competency Covered	<ul style="list-style-type: none"> <li>• Participate in the implementation and monitoring of client’s care plan</li> <li>• Provide assistance and support on environmental and biopsychosocial needs of clients</li> <li>• Develop the ability to recognize healthy body systems and apply medical terminology</li> <li>• Provide care and support to activities of daily living (ADL) of clients</li> <li>• Provide assistance in administering medications to clients</li> <li>• Provide care and support to clients with special needs</li> <li>• Respond to emergency situations</li> <li>• Provide immediate care and support to children with special needs</li> </ul>		
<b>Instruction:</b> Read each question and check the appropriate column to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<b>PARTICIPATE IN THE IMPLEMENTATION AND MONITORING OF CLIENT’S CARE PLAN</b>			
<ul style="list-style-type: none"> <li>• Explain details of care plan to client and family members using therapeutic communication *</li> </ul>			
<ul style="list-style-type: none"> <li>• Respect cultural, social needs and preferences of client, pertaining to personal support</li> </ul>			
<ul style="list-style-type: none"> <li>• Describe the rights/common complains of clients and observes confidentiality especially in record keeping *</li> </ul>			
<ul style="list-style-type: none"> <li>• Prepare support activities which promotes client’s independence, rights and making informed decisions and identifies its potential impact to client and on the implementation of care plan *</li> </ul>			
<ul style="list-style-type: none"> <li>• Identify potential/actual risks present associated with the provision of support and how to respond to it within the scope of work</li> </ul>			
<ul style="list-style-type: none"> <li>• Interpret and clarify caregiver’s own roles and responsibilities following legal and ethical ethics, including support team’s participation in the care plan*</li> </ul>			
<ul style="list-style-type: none"> <li>• Identify individual differences to ensure dignity and privacy following patient rights’ and autonomy *</li> </ul>			
<ul style="list-style-type: none"> <li>• Address additional or unmet needs of the client *</li> </ul>			
<b>PROVIDE ASSISTANCE AND SUPPORT ON ENVIRONMENTAL AND BIOPSYCHOSOCIAL NEEDS OF CLIENTS</b>			
<ul style="list-style-type: none"> <li>• Follow procedures of proper hygiene and infection control at all times while implementing home care and support</li> </ul>			

Can I?	YES	NO
<ul style="list-style-type: none"> <li>Maintain standards of clean, safe and hygienic environment for home care (ex. ensuring provision of signs/symbol of passage ways, allows privacy, well-lit, enough space for eating and drinking, away from loud noises and glare) *</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare area for sleeping, including bed, linens, pillows, equipment, etc, making necessary adjustments (bed height, etc) and maintains its cleanliness*</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate how to identify client's comfort, needs and/or perceived problems using <b>therapeutic communication</b> (active listening, use of open-ended questions, etc) techniques *</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate how to assists client in implementing rehabilitation and restoration care (bed mobility, transfer activities, correct body mechanics) in accordance to care plan *</li> </ul>		
<ul style="list-style-type: none"> <li>Describe principles of palliative care *</li> </ul>		
<b>DEVELOP THE ABILITY TO RECOGNIZE HEALTHY BODY SYSTEMS AND APPLY MEDICAL TERMINOLOGY</b>		
<ul style="list-style-type: none"> <li>Convey understanding of body systems' interdependence with wellness, disease, disorders, therapies and care rehabilitation and human body's structure and function of the human body to healthy living *</li> </ul>		
<ul style="list-style-type: none"> <li>Interpret care plan activities (related to causes, spread, immunity of disease / disorder, effects on body system)</li> </ul>		
<ul style="list-style-type: none"> <li>Propose care activities based on the knowledge on body system's interdependence to maintaining a healthy life for client*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify and use information about healthy functioning of the body *</li> </ul>		
<ul style="list-style-type: none"> <li>Interpret written and oral instructions containing medical terminologies and abbreviations *</li> </ul>		
<b>PROVIDE CARE AND SUPPORT TO ACTIVITIES OF DAILY LIVING (ADL) OF CLIENTS</b>		
<ul style="list-style-type: none"> <li>Explain purpose and scope of care activities to clients through therapeutic communication tools – eating, drinking, toileting and bowel elimination, oral care activity, bathing, skin care prevention of bed sores, ambulation and transfer, care for hair/foot and nail (grooming) and care of EENT(eyes, ears, nose and throat) *</li> </ul>		
<ul style="list-style-type: none"> <li>Ensure that environment provides privacy, maximum comfort and safety, free from danger of injury and fall and equipment are used in safe manner *</li> </ul>		
<ul style="list-style-type: none"> <li>Take and assess vital sign in accordance with standard clinical practice; assesses</li> </ul>		
<ul style="list-style-type: none"> <li>Explain food pyramid and therapeutic diet based on care plan</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare feeding tools/materials/equipment and feeds client in accordance with therapeutic diet in care plan *</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare oral health tools/equipment and assists clients in practice of oral hygiene and cleaning dentures, including conscious bed clients, according to standard procedure *</li> </ul>		

Can I?	YES	NO
• Assist clients with mouth injury, surgery or inflammation on practicing mouth care *		
• Demonstrate ways to give oral hygiene to bedridden and unconscious clients		
• Check client's bladder and bowel functioning based on care plan instructions		
• Prepare toilet equipment/aids and assists client in toileting and elimination with consideration on client comfort and privacy *		
• Prepare bathing equipment, checks for skin health condition and assists clients in cleaning/bathing/showering, maintaining the client's sense of control *		
• Assist clients in dressing/undressing, clothing selection and well-fitting shoes/slippers, sensitive to client's safety, style, comfort and ease, and client's preference *		
• Prepare skin care materials/equipment and assists client in performing skin care hygiene, good skin nutrition and hydration practices in accordance to standard procedures		
• Identify risks to possible injuries and manages client's challenging behaviors, using therapeutic communication techniques and safety standards *		
• Assist client in movement and mild exercises to gain circulation, in accordance with professional's instructions		
• Assist client in a range of ambulation activities to reacquire independence (walkers, crutches), in accordance with standard rehabilitation procedures		
• Implement measures to prevent accidental falls, skin breakdown and vein inflammation from prolonged immobility		
• Prepare transfer equipment/aids and demonstrates transferring of clients to bed, chair or stretcher, ensuring safety and comfort		
• Prepare grooming equipment/tools/materials and assists clients in grooming activities (caring for hair, nail and foot) with client in proper position, safety and comfort *		
• Assist clients in caring of eyeglasses, contact lenses, artificial eyes or hearing aids, following established procedures *		
• Assist clients in care of eye, ear, nose and throat cleansing procedures using EENT clinically-accepted cleansing aids		
• Assists clients in implementing specialized care procedures for removing unwanted secretions from eyes, nose and ears *		
• Clean, store and sanitize area, utensils equipment used based on manufacturer's protocol		
• Practice proper handling of left-over food, waste segregation/disposal of wastes, used diapers, wipes following standard industry practice		
• Monitor client condition (ex. vital signs) and keeps records of client's response to feeding, urinary and bowel elimination problems, abnormal dental conditions, skin conditions and breakdowns, grooming and EENT problems, according to established procedure		

Can I?	YES	NO
<b>PROVIDE ASSISTANCE IN ADMINISTERING MEDICATIONS TO CLIENTS</b>		
<ul style="list-style-type: none"> <li>• Interpret and check client medications according to client's medication order based on health care personnel's instructions *</li> </ul>		
<ul style="list-style-type: none"> <li>• Explain route of drug administration to client and considers the cultural beliefs and practices in administering medicine *</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify level and type of physical assistance required by the client in taking medications or supervision required to self-medications *</li> </ul>		
<ul style="list-style-type: none"> <li>• Administer correct medication to client or supports their self-administration according to written prescription instructions *</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify circumstances in client's condition that may impact on assisting client with medication</li> </ul>		
<ul style="list-style-type: none"> <li>• Practice personal hygiene and disinfection control procedures in handling and administering medication *</li> </ul>		
<ul style="list-style-type: none"> <li>• Monitor vital signs and observes client prior to giving medication, to check for any physical or behavioral changes that needs to be reported *</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify and report client's reactions/tolerance to medication *, including discrepancies in medication *</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify and dispose properly the medications which are contaminated or expired</li> </ul>		
<ul style="list-style-type: none"> <li>• Record and report medication expelled, refused or damaged to medication *</li> </ul>		
<ul style="list-style-type: none"> <li>• Clean and store unused/used medications, containers, administration aids and charts/care plans</li> </ul>		
<b>PROVIDE CARE AND SUPPORT TO CLIENTS WITH SPECIAL NEEDS</b>		
<ul style="list-style-type: none"> <li>• Explain the purpose and scope of simple wound care, catheter care, managing through hot/cold therapy and its contraindications, nebulization, nature &amp; type of pain, non-pharmacological interventions of pain management to be given utilizing therapeutic communication tools *</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare wound equipment/aids/appliances and demonstrates wound dressing in appropriate and safe manner *</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare an environment that provide maximum comfort and safety *</li> </ul>		
<ul style="list-style-type: none"> <li>• Manage toileting distress and challenging behavior through therapeutic communication</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify signs and symptoms of wound infection/complications, possible physiological effects of heat and cold therapy, side effects of nebulization therapy and indication of pain.</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare paraphernalia and applies hot and cold therapy, including non-pharmacological pain management interventions, through appropriate techniques, following sanitary procedure and established guidelines *</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify appropriate breathing paraphernalia and assists client in nebulizing therapy through established guidelines *</li> </ul>		
<ul style="list-style-type: none"> <li>• Practice proper hygiene and infection control procedure at all times when providing technical care *</li> </ul>		

Can I?	YES	NO
<ul style="list-style-type: none"> <li>Record and monitor client's vital signs, wound healing process, urinary excretion, pain management, indications of pain and pain management progress</li> </ul>		
<b>RESPOND TO EMERGENCY SITUATIONS</b>		
<ul style="list-style-type: none"> <li>Follow exclusion guidelines for clients suffering from an infectious condition *</li> </ul>		
<ul style="list-style-type: none"> <li>Identify potential/actual health risks and informs client/relatives of signs of potential illness in emergency*</li> </ul>		
<ul style="list-style-type: none"> <li>Seek medical assistance according to policies and procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate strategies to calm, reassure and comfort clients *</li> </ul>		
<ul style="list-style-type: none"> <li>Ensure safety of self and others, during emergencies and accidents *</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrates first aid and basic life support *</li> </ul>		
<b>PROVIDE IMMEDIATE CARE AND SUPPORT TO CHILDREN WITH SPECIAL NEEDS</b>		
<ul style="list-style-type: none"> <li>Discuss with developmental tasks appropriate for child's growth and development stage and identifies developmental delays*</li> </ul>		
<ul style="list-style-type: none"> <li>Provide a calm and safe environment, appropriate toys, and protective gear (helmet, kneepads) if needed, and rest periods to foster relaxation</li> </ul>		
<ul style="list-style-type: none"> <li>Select and practice appropriate communication strategies for client's growth and developmental stage</li> </ul>		
<ul style="list-style-type: none"> <li>Discuss with family the healthy living/safety/independent living of clients with due regard to their individual differences, needs and rights</li> </ul>		
<ul style="list-style-type: none"> <li>Provide care and support to children with congenital disorders (cerebral palsy, down syndrome, Tourette syndrome and Sudden Infant Death Syndrome) by assisting in performing multidisciplinary measures*</li> </ul>		
<ul style="list-style-type: none"> <li>Clarify concerns about client safety from health support team and other activities that need to be done</li> </ul>		
<ul style="list-style-type: none"> <li>Respond to situations with potential of actual risks, uncharacteristic behaviors and behaviors of concern, and indications of possible abuse or neglect</li> </ul>		
<ul style="list-style-type: none"> <li>Provide care and support to children with physical disabilities (ex. club foot, cleft lip, cleft palate) *</li> </ul>		
<ul style="list-style-type: none"> <li>Provide care and support to children with behavioral challenges (ADHD-Attention-deficit Hyperactivity Disorder; ASD-Autism Spectrum Disorder), on a daily routine based on care plan *</li> </ul>		

<ul style="list-style-type: none"> <li>• Provide care and support to children with congenital disorders (cerebral palsy, down syndrome, Tourette syndrome and Sudden Infant Death Syndrome) by assisting in performing multidisciplinary therapeutic measures *</li> </ul>		
<ul style="list-style-type: none"> <li>• Assist client to perform range-of-motion exercises at regular intervals, age-and condition-appropriate motor activities to promote mobility, including playtime</li> </ul>		
<p>I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p><b>Candidate's Name and Signature</b></p>		<p><b>Date</b></p>

**NOTE: \*Critical aspects of competency**