

Reference No.																			
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## SELF-ASSESSMENT GUIDE

Qualification	<b>CAREGIVING (ELDERLY) NC II</b>																	
Units of Competency Covered	<ul style="list-style-type: none"> <li>• Develop the ability to recognize aging process</li> <li>• Participate in the implementation and monitoring of client's care plan</li> <li>• Perform caring skills</li> <li>• Perform specialty care procedures</li> <li>• Assist clients in administering prescribed medication</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>DEVELOP THE ABILITY TO RECOGNIZE AGING PROCESS</b>																		
• Identify phases of aging process *																		
• Explain principles of caregiving fundamentals and legal standards such as codes of ethics for caregiving, elderly in the workplace, discrimination, etc.*																		
• Explain infection control principles and sanitation practices such as proper use of personal protective equipment, principles of body substance isolation, etc. *																		
• Explain monitoring and evaluation of infection control principles in accordance with industry standards *																		
<b>PARTICIPATE IN THE IMPLEMENTATION AND MONITORING OF CLIENT'S CARE PLAN</b>																		
• Discuss Care Plan details and client's rights based on established industry standards *																		
• Identify activities that promotes independence and rights of the client in accordance to client's care plan *																		
• Identify caregiver's and client's family roles and responsibilities in client's care *																		
• Explain individual differences to ensure dignity and privacy of the client																		
• Identify the need to refer to immediate family or supervisor for assistance if unable to provide appropriate support, presence of potential risk or other unmet needs of the client *																		
• Complete the Care Plan																		
• Explain importance of maintaining confidentiality of client's records and reports *																		
• Demonstrate endorsement techniques based on industry standards																		
<b>PERFORM CARING SKILLS</b>																		
• Demonstrate proper handwashing technique and use of personal protective equipment *																		

Can I?	YES	NO
• Demonstrate taking of vital signs (temperature, pulse rate, respiratory rate and blood pressure)		
• Demonstrate proper cleaning of tools used in taking vital signs		
• Explain food nutrition and therapeutic diet with client in accordance to client's Care Plan *		
• Prepare feeding tools, materials and equipment; and well-balanced diet in accordance with Care Plan and dietary requirement *		
• Demonstrate proper feeding technique in accordance to established procedures *		
• Discuss signs and precautions of aspiration and regurgitation		
• Demonstrate proper storage and disposal of left-over food		
• Explain purpose and scope of toileting and elimination to client using therapeutic communication		
• Prepare toileting tools, materials and equipment; and secures the environment for maximum comfort and safety of the client during toileting and elimination		
• Prepare the client by checking bladder and bowel function in accordance to Care Plan		
• Demonstrate proper way in assisting the client in using the urinal, bedpan, commode and other assistive devices during toileting and elimination in accordance to standard practice *		
• Demonstrate proper way in assisting the client in cleaning himself/herself *		
• Discuss toileting patterns and signs of incontinence to client including distress and challenging behavior through therapeutic communication		
• Identify incontinence management procedures such as lifestyle changes, pelvic floor muscle training, timed toileting, medication and breathing *		
• Demonstrate proper disposal of wastes, used diapers and wipes		
• Demonstrate proper cleaning, sanitizing and storage of used assistive devices		
• Identify urinary and bowel elimination problems that requires immediate medical attention and reporting to family member or supervising health team member		
• Explain the purpose and scope of bathing technique and perineal genital care to client using therapeutic communication		
• Prepare bathing and perineal genital care paraphernalia in accordance with Care Plan; and secures the environment for maximum comfort and safety of the client during bathing and perineal genital care		
• Prepare the client by checking vital signs, presence of skin rashes/sores and performing appropriate undressing techniques		
• Demonstrate proper way in assisting the client in bathing and perineal genital care while maintaining client's sense of control *		
• Select client's clothing and footwear based on comfort, needs, safety and preference of the client		
• Demonstrate proper way in assisting the client in dressing and undressing *		

Can I?	YES	NO
<ul style="list-style-type: none"> <li>Explain the purpose and scope of oral care to client using therapeutic communication</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare oral care tools, equipment, aids and materials in accordance with Care Plan; and secures the environment for maximum comfort and safety of the client during oral care</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way in assisting the client in oral hygiene and cleaning of dentures *</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way in giving oral hygiene to conscious and unconscious clients in bed in accordance to standard procedures *</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way to assist the client with mouth injuries, oral surgery, or inflamed mouth tissue following instructions from the care plan*</li> </ul>		
<ul style="list-style-type: none"> <li>Explain the purpose and scope of skin care to client using therapeutic communication</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare skin care supplies and materials in accordance with care plan; and secures the environment for maximum comfort and safety of the client during skin care procedure</li> </ul>		
<ul style="list-style-type: none"> <li>Assess skin conditions and breakdowns based on established standard</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way in assisting the client in performing skin care hygiene *</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate physical movement and range of motion exercises to improve client's blood circulation *</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare the area for bed making by checking the bed linen; and bed side tools and equipment</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way of removal and disposal of soiled linens and clinical wastes in occupied bed</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way of cleaning the bed and placing clean bed linens in occupied bed *</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way of cleaning the storing bed and bedside materials, tools and equipment</li> </ul>		
<ul style="list-style-type: none"> <li>Observe proper body mechanics when making bed</li> </ul>		
<ul style="list-style-type: none"> <li>Identify damage and faulty bed tools, supplies and equipment that needs to be reported to family member or supervising health team member</li> </ul>		
<ul style="list-style-type: none"> <li>Explain the purpose and scope of safe ambulation and transfer to client using therapeutic communication</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare mobility/transfer equipment, aids and appliances in accordance with care plan</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrate proper way in assisting the client in performing ambulation activities and use of mobility devices in accordance with established standard *</li> </ul>		
<ul style="list-style-type: none"> <li>Provide positive reinforcement to the client during ambulation activities</li> </ul>		
<ul style="list-style-type: none"> <li>Explain principles of progressive activities to the client</li> </ul>		
<ul style="list-style-type: none"> <li>Record client's progress and reports to family member or supervising health team member</li> </ul>		

Can I?	YES	NO
<b>PERFORM SPECIALTY CARE PROCEDURES</b>		
• Explain the purpose and scope of simple wound care to client utilizing therapeutic communication		
• Prepare wound care equipment, aids and appliances in accordance with Care Plan		
• Prepare the client by checking vital signs, wound healing process; and presence of infection *		
• Demonstrate proper way in dressing wound and disposing old dressing based on established standard procedures *		
• Identify the benefits and possible risks and complications of hot and cold therapy		
• Prepare hot and cold therapy paraphernalia in accordance to client's needs		
• Demonstrate proper way to apply hot and cold therapy techniques *		
• Identify pathophysiological changes associated with a life-limiting illness, principles of palliative care and approach		
• Explain strategies in addressing pain and keeping client comfortable *		
• Discuss caregiver's responsibilities during palliative care		
• Record wound healing progress, therapeutic activities done; and client's response to palliative care, if any		
<b>ASSIST CLIENTS IN ADMINISTERING PRESCRIBED MEDICATION</b>		
• Identify level and type of physical assistance and supervision required by the client in taking medications *		
• Identify changes in client's condition or personal needs that has impact on the ways in assisting the client *		
• Prepare dispensing aids in accordance with standard industry practice *		
• Check and prepare client's medication based on Care Plan and in accordance to standard dispensing practice of processing medication orders *		
• Identify physical and behavioral changes of the client that needs to be reported prior giving medication		
• Demonstrate proper way in assisting the client in administration of medication *		
• Identify untoward signs and symptoms; and possible medication effects to the client after administration of the medicine		
• Document details of medication administration, untoward effects to client and expiration of medicine, if any *		
• Observe health, cleanliness, infection control and safety practices; and privacy of the client in performing tasks *		

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 style="text-align: center;"><b>Candidate's Name and Signature</b></p>	<p style="text-align: center;"><b>Date</b></p>
--	--

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