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SELF-ASSESSMENT GUIDE

Qualification	CAREGIVING (CLIENTS WITH SPECIAL NEEDS) NC II		
Certificate of Competency (COC 2)	<ul style="list-style-type: none"> Provide Care and Support for Adults and Elderly with Special Needs 		
Units of Competency Covered	<ul style="list-style-type: none"> Participate in the implementation and monitoring of client's care plan Provide assistance and support on environmental and biopsychosocial needs of clients Develop the ability to recognize healthy body systems and apply medical terminologies Provide care and support to activities of daily living (ADL) of clients Provide assistance in administering prescribed medications to clients Provide care and support to clients with special needs Respond to emergency situations Provide immediate care and support to adults and elderly with special needs 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
PARTICIPATE IN THE IMPLEMENTATION AND MONITORING OF CLIENT'S CARE PLAN			
<ul style="list-style-type: none"> Explain details of care plan to client and family members using therapeutic communication * 			
<ul style="list-style-type: none"> Respect cultural, social needs and preferences of client, pertaining to personal support 			
<ul style="list-style-type: none"> Describe the rights/common complains of clients and observes confidentiality especially in record keeping * 			
<ul style="list-style-type: none"> 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 * 			
<ul style="list-style-type: none"> Identify potential/actual risks present associated with the provision of support and how to respond to it within the scope of work 			
<ul style="list-style-type: none"> Interpret and clarify caregiver's own roles and responsibilities following legal and ethical ethics, including support team's participation in the care plan* 			
<ul style="list-style-type: none"> Identify individual differences to ensure dignity and privacy following patient rights' and autonomy * 			
<ul style="list-style-type: none"> Address additional or unmet needs of the client * 			

PROVIDE ASSISTANCE AND SUPPORT ON ENVIRONMENTAL AND BIOPSYCHOSOCIAL NEEDS OF CLIENTS		
<ul style="list-style-type: none"> Follow procedures of proper hygiene and infection control at all times while implementing home care and support 		
<ul style="list-style-type: none"> 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) * 		
<ul style="list-style-type: none"> Prepare area for sleeping, including bed, linens, pillows, equipment, etc, making necessary adjustments (bed height, etc) and maintains its cleanliness* 		
<ul style="list-style-type: none"> Demonstrate how to identify client's comfort, needs and/or perceived problems using therapeutic communication (active listening, use of open-ended questions, etc) techniques * 		
<ul style="list-style-type: none"> Demonstrate how to assists client in implementing rehabilitation and restoration care (bed mobility, transfer activities, correct body mechanics) in accordance to care plan * 		
<ul style="list-style-type: none"> Describe principles of palliative care * 		
DEVELOP THE ABILITY TO RECOGNIZE HEALTHY BODY SYSTEMS AND APPLY MEDICAL TERMINOLOGY		
<ul style="list-style-type: none"> 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 * 		
<ul style="list-style-type: none"> Interpret care plan activities (related to causes, spread, immunity of disease / disorder, effects on body system) 		
<ul style="list-style-type: none"> Propose care activities based on the knowledge on body system's interdependence to maintaining a healthy life for client* 		
<ul style="list-style-type: none"> Identify and use information about healthy functioning of the body * 		
<ul style="list-style-type: none"> Interpret written and oral instructions containing medical terminologies and abbreviations * 		
PROVIDE CARE AND SUPPORT TO ACTIVITIES OF DAILY LIVING (ADL) OF CLIENTS		
<ul style="list-style-type: none"> 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) * 		
<ul style="list-style-type: none"> Ensure that environment provides privacy, maximum comfort and safety, free from danger of injury and fall and equipment are used in safe manner * 		
<ul style="list-style-type: none"> Take and assess vital sign in accordance with standard clinical practice; assesses 		
<ul style="list-style-type: none"> Explain food pyramid and therapeutic diet based on care plan 		
<ul style="list-style-type: none"> Prepare feeding tools/materials/equipment and feeds client in accordance with therapeutic diet in care plan * 		

<ul style="list-style-type: none"> • Prepare oral health tools/equipment and assists clients in practice of oral hygiene and cleaning dentures, including conscious bed clients, according to standard procedure * 		
<ul style="list-style-type: none"> • Assist clients with mouth injury, surgery or inflammation on practicing mouth care * 		
<ul style="list-style-type: none"> • Demonstrate ways to give oral hygiene to bedridden and unconscious clients 		
<ul style="list-style-type: none"> • Check client's bladder and bowel functioning based on care plan instructions 		
<ul style="list-style-type: none"> • Prepare toilet equipment/aids and assists client in toileting and elimination with consideration on client comfort and privacy * 		
<ul style="list-style-type: none"> • Prepare bathing equipment, checks for skin health condition and assists clients in cleaning/bathing/showering, maintaining the client's sense of control * 		
<ul style="list-style-type: none"> • 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 * 		
<ul style="list-style-type: none"> • Prepare skin care materials/equipment and assists client in performing skin care hygiene, good skin nutrition and hydration practices in accordance to standard procedures 		
<ul style="list-style-type: none"> • Identify risks to possible injuries and manages client's challenging behaviors, using therapeutic communication techniques and safety standards * 		
<ul style="list-style-type: none"> • Assist client in movement and mild exercises to gain circulation, in accordance with professional's instructions 		
<ul style="list-style-type: none"> • Assist client in a range of ambulation activities to reacquire independence (walkers, crutches), in accordance with standard rehabilitation procedures 		
<ul style="list-style-type: none"> • Implement measures to prevent accidental falls, skin breakdown and vein inflammation from prolonged immobility 		
<ul style="list-style-type: none"> • Prepare transfer equipment/aids and demonstrates transferring of clients to bed, chair or stretcher, ensuring safety and comfort 		
<ul style="list-style-type: none"> • 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 * 		
<ul style="list-style-type: none"> • Assist clients in caring of eyeglasses, contact lenses, artificial eyes or hearing aids, following established procedures * 		
<ul style="list-style-type: none"> • Assist clients in care of eye, ear, nose and throat cleansing procedures using EENT clinically-accepted cleansing aids 		
<ul style="list-style-type: none"> • Assist clients in implementing specialized care procedures for removing unwanted secretions from eyes, nose and ears * 		
<ul style="list-style-type: none"> • Clean, store and sanitize area, utensils equipment used based on manufacturer's protocol 		
<ul style="list-style-type: none"> • Practice proper handling of left-over food, waste segregation/disposal of wastes, used diapers, wipes following standard industry practice 		

<ul style="list-style-type: none"> • 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 		
PROVIDE ASSISTANCE IN ADMINISTERING MEDICATIONS TO CLIENTS		
<ul style="list-style-type: none"> • Interpret and check client medications according to client's medication order based on health care personnel's instructions * 		
<ul style="list-style-type: none"> • Explain route of drug administration to client and considers the cultural beliefs and practices in administering medicine * 		
<ul style="list-style-type: none"> • Identify level and type of physical assistance required by the client in taking medications or supervision required to self-medications * 		
<ul style="list-style-type: none"> • Administer correct medication to client or supports their self-administration according to written prescription instructions * 		
<ul style="list-style-type: none"> • Identify circumstances in client's condition that may impact on assisting client with medication 		
<ul style="list-style-type: none"> • Practice personal hygiene and disinfection control procedures in handling and administering medication * 		
<ul style="list-style-type: none"> • Monitor vital signs and observes client prior to giving medication, to check for any physical or behavioral changes that needs to be reported * 		
<ul style="list-style-type: none"> • Identify and report client's reactions/tolerance to medication *, including discrepancies in medication * 		
<ul style="list-style-type: none"> • Identify and dispose properly the medications which are contaminated or expired 		
<ul style="list-style-type: none"> • Record and report medication expelled, refused or damaged to medication * 		
<ul style="list-style-type: none"> • Clean and store unused/used medications, containers, administration aids and charts/care plans 		
PROVIDE ASSISTANCE WITH CLIENT'S TECHNICAL CARE NEEDS		
<ul style="list-style-type: none"> • Explain the purpose and scope of simple wound care, catheter care, managing through hot/cold therapy and its contraindications, nebulization, nature & type of pain, non-pharmacological interventions of pain management to be given utilizing therapeutic communication tools * 		
<ul style="list-style-type: none"> • Prepare wound equipment/aids/appliances and demonstrates wound dressing in appropriate and safe manner * 		
<ul style="list-style-type: none"> • Prepare an environment that provide maximum comfort and safety * 		
<ul style="list-style-type: none"> • Manage incontinence, toileting distress and challenging behavior through established standard, including therapeutic communication 		
<ul style="list-style-type: none"> • 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. 		
<ul style="list-style-type: none"> • Prepare paraphernalia and applies hot and cold therapy, including non-pharmacological pain management interventions, through appropriate techniques, following sanitary procedure and established guidelines * 		
<ul style="list-style-type: none"> • Identify appropriate breathing paraphernalia and assists client in nebulizing therapy through established guidelines * 		

<ul style="list-style-type: none"> • Practice proper hygiene and infection control procedure at all times when providing technical care * 		
<ul style="list-style-type: none"> • Record and monitor client's vital signs, wound healing process, urinary excretion, pain management, indications of pain and pain management progress 		
RESPOND TO EMERGENCY SITUATIONS		
<ul style="list-style-type: none"> • Follow exclusion guidelines for clients suffering from an infectious condition * 		
<ul style="list-style-type: none"> • Identify potential/actual health risks and informs client/relatives of signs of potential illness in emergency* 		
<ul style="list-style-type: none"> • Seek medical assistance according to policies and procedures 		
<ul style="list-style-type: none"> • Demonstrate strategies to calm, reassure and comfort clients * 		
<ul style="list-style-type: none"> • Ensure safety of self and others, during emergencies and accidents * 		
<ul style="list-style-type: none"> • Demonstrate first aid and basic life support * 		
PROVIDE IMMEDIATE CARE AND SUPPORT TO ADULTS AND ELDERLY WITH SPECIAL NEEDS		
A. Preparatory/Discussions		
<ul style="list-style-type: none"> • Interpret care plan goals and desired outcomes for clients * 		
<ul style="list-style-type: none"> • Discuss with family/supervisor, the safety concerns in the daily activities of client 		
<ul style="list-style-type: none"> • Identify and address client's needs for a stable and familiar environment * 		
B. Care and Support in General		
<ul style="list-style-type: none"> • Propose patient-centered care approaches consistent with the plan and/or adjustments to daily routine as needed, to improve client care * 		
<ul style="list-style-type: none"> • Provide activities which aim to maintain independence according to established standard and care plan 		
<ul style="list-style-type: none"> • Use appropriate non-communication or communication techniques (verbal and non-verbal) to engage client's cooperation, such as training activities for dementia clients as needed, validation strategies to relieve distress and agitation * 		
<ul style="list-style-type: none"> • Respond to situations with potential of actual risks to people with disabilities 		
<ul style="list-style-type: none"> • Identify and manage uncharacteristic behaviors and behaviors of concern * 		
<ul style="list-style-type: none"> • Discuss need for modifications of daily routine to improve client care 		
<ul style="list-style-type: none"> • Identify and report signs of financial, physical or emotional abuse or neglect of the person/client 		
C. Care and Support for Specific Illness		
<ul style="list-style-type: none"> • Describe nature and characteristics sensory degeneration, Alzheimer's disease, Parkinson's Disease, based on standard clinical guidelines, chronic diseases such as diabetes, arthritis and gout, cerebrovascular accident, pneumonia) 		

<ul style="list-style-type: none"> Identify and report signs and symptoms of sensory degeneration, Alzheimer's disease, Parkinson's Disease, based on standard clinical guidelines, chronic diseases such as diabetes, arthritis and gout, cerebrovascular accident, pneumonia) 		
<ul style="list-style-type: none"> Describe nature and characteristics of chronic diseases, and its impact on client health, well-being, ability to achieve maximum performance and activity limitations to client 		
<ul style="list-style-type: none"> Provide care and support activities for clients with sensory degeneration (vision impairment, hearing impairment, taste and smell impairment, peripheral neuropathy) 		
<ul style="list-style-type: none"> Provide care and support activities for clients with Alzheimer's disease by promoting client's cognitive functioning and reducing anxiety and agitation in client, using appropriate communication techniques 		
<ul style="list-style-type: none"> Provide care and support activities for clients with Parkinson's Disease by improving functional mobility, regular exercise, walking program, relaxation techniques and improvement of bowel function, using appropriate communication techniques 		
<ul style="list-style-type: none"> Provide care and support activities for clients with Chronic Disease (diabetes, arthritis and gout, cerebrovascular accident, pneumonia), including strategies to self-manage it. 		
<ul style="list-style-type: none"> Provide care and support to clients with muscle strain and muscle spasm (practicing pain relieving techniques, perform exercises to improve posture and mobility) 		
<ul style="list-style-type: none"> Provide care and support to clients with fracture and dislocation (elevates and support extremities, stabilizing and aligning fracture, ROM exercises) including alternative comfort measures 		
<ul style="list-style-type: none"> Give client's care team feedback on client's progress in rehabilitation 		
<ul style="list-style-type: none"> Use appropriate terminology and format to document client's progress, including any barriers or challenges in rehabilitation plan 		
<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>Candidate's Name and Signature</p>		<p>Date</p>

NOTE: *Critical aspects of competency