

Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	CAREGIVING (ELDERLY) NC II		
Units of Competency Covered	<ul style="list-style-type: none"> • Develop the ability to recognize aging process • Participate in the implementation and monitoring of client's care plan • Perform caring skills • Perform specialty care procedures • Assist clients in administering prescribed medication 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?		YES	NO
DEVELOP THE ABILITY TO RECOGNIZE AGING PROCESS			
• Identify phases of aging process *			
• Explain principles of caregiving fundamentals and legal standards such as codes of ethics for caregiving, elderly in 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 to industry standards *			
PARTICIPATE IN THE IMPLEMENTATION AND MONITORING OF CLIENT'S CARE PLAN			
• 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			
PERFORM CARING SKILLS			
• Demonstrate proper hand washing 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		

Can I?	YES	NO
• Demonstrate proper way in assisting the client in dressing and undressing *		
• Explain the purpose and scope of oral care to client using therapeutic communication		
• 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		
• Demonstrate proper way in assisting the client in oral hygiene and cleaning of dentures *		
• Demonstrate proper way in giving oral hygiene to conscious and unconscious clients in bed in accordance to standard procedures *		
• Demonstrate proper way to assist the client with mouth injuries, oral surgery, or inflamed mouth tissue following instructions from the care plan*		
• Explain the purpose and scope of skin care to client using therapeutic communication		
• 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		
• Assess skin conditions and breakdowns based on established standard		
• Demonstrate proper way in assisting the client in performing skin care hygiene *		
• Demonstrate physical movement and range of motion exercises to improve client's blood circulation *		
• Prepare the area for bed making by checking the bed linen; and bed side tools and equipment		
• Demonstrate proper way of removal and disposal of soiled linens and clinical wastes in occupied bed		
• Demonstrate proper way of cleaning the bed and placing clean bed linens in occupied bed *		
• Demonstrate proper way of cleaning the storing bed and bedside materials, tools and equipment		
• Observe proper body mechanics when making bed		
• Identify damage and faulty bed tools, supplies and equipment that needs to be reported to family member or supervising health team member		
• Explain the purpose and scope of safe ambulation and transfer to client using therapeutic communication		
• Prepare mobility/transfer equipment, aids and appliances in accordance with care plan		
• Demonstrate proper way in assisting the client in performing ambulation activities and use of mobility devices in accordance with established standard *		
• Provide positive reinforcement to the client during ambulation activities		
• Explain principles of progressive activities to the client		

Can I?	YES	NO
<ul style="list-style-type: none"> Record client's progress and reports to family member or supervising health team member 		
PERFORM SPECIALTY CARE PROCEDURES		
<ul style="list-style-type: none"> Explain the purpose and scope of simple wound care to client utilizing therapeutic communication 		
<ul style="list-style-type: none"> Prepare wound care equipment, aids and appliances in accordance with Care Plan 		
<ul style="list-style-type: none"> Prepare the client by checking vital signs, wound healing process; and presence of infection * 		
<ul style="list-style-type: none"> Demonstrate proper way in dressing wound and disposing old dressing based on established standard procedures * 		
<ul style="list-style-type: none"> Identify the benefits and possible risks and complications of hot and cold therapy 		
<ul style="list-style-type: none"> Prepare hot and cold therapy paraphernalia in accordance to client's needs 		
<ul style="list-style-type: none"> Demonstrate proper way to apply hot and cold therapy techniques * 		
<ul style="list-style-type: none"> Identify pathophysiological changes associated with a life-limiting illness, principles of palliative care and approach 		
<ul style="list-style-type: none"> Explain strategies in addressing pain and keeping client comfortable * 		
<ul style="list-style-type: none"> Discuss caregiver's responsibilities during palliative care 		
<ul style="list-style-type: none"> Record wound healing progress, therapeutic activities done; and client's response to palliative care, if any 		
ASSIST CLIENTS IN ADMINISTERING PRESCRIBED MEDICATION		
<ul style="list-style-type: none"> Identify level and type of physical assistance and supervision required by the client in taking medications * 		
<ul style="list-style-type: none"> Identify changes in client's condition or personal needs that has impact on the ways in assisting the client * 		
<ul style="list-style-type: none"> Prepare dispensing aids in accordance with standard industry practice * 		
<ul style="list-style-type: none"> Check and prepare client's medication based on Care Plan and in accordance to standard dispensing practice of processing medication orders * 		
<ul style="list-style-type: none"> Identify physical and behavioral changes of the client that needs to be reported prior giving medication 		
<ul style="list-style-type: none"> Demonstrate proper way in assisting the client in administration of medication * 		
<ul style="list-style-type: none"> Identify untoward signs and symptoms; and possible medication effects to the client after administration of the medicine 		
<ul style="list-style-type: none"> Document details of medication administration, untoward effects to client and expiration of medicine, if any * 		
<ul style="list-style-type: none"> 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.

Candidate's Name and Signature	Date
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