Home and Community Living Administration (HCLA)
Home and Community Services (HCS)

Hands-On Skills Training: Planning and Attestation

Skill Tasks	Skills that students struggle with on the state test
Handwashing	
Put on / take off gloves	
Assist a client to eat	**X**
Help a client to walk	
Provide medication assistance	**X**
Provide mouth care	
Clean and store dentures	
Provide fingernail care	
Provide foot care	
Assist a client with a weak arm to dress	
Put a knee-high stocking on a client	
Provide passive range-of-motion (ROM) exercises to a client (shoulder, knee, and ankle)	
Provide perineal care	**X**
Provide catheter care	
Transfer a client from a bed to a wheelchair	
Turn and position a client in bed	**X**
Use Personal Protective Equipment (PPE)	Not on State skills test
Shave a client (with safety razor)	Not on State skills test
Provide a bed bath	Not on State skills test
Assist a client with the use of a bedpan	Not on State skills test
Assist a client with condom catheter care	Not on State skills test

Total hours-on skills time: These hours are **in addition** to skills presentation time in Core Basic training.	**WAC Requires:** **16 hours minimum**

The following equipment <u>must be on site</u> for skills training:

- Basins
- Bath blanket or large towels
- Bed (adjustable preferred)
- Bed pads or large towels
- Bedpan
- Catheter / condom catheter supplies
- Chair with armrests
- Clothing and non-skid footwear
- Clothing protector or cover
- Denture cup & denture storage container
- Dentures
- Eating utensils
- Emery boards
- Food, beverage
- Gait belt
- Gloves (for client care)
- Gown or sleepwear
- Laundry basket
- Lotion
- Mannequin
- Medication documentation paper
- Nail clippers
- Napkins
- Orange sticks
- Paper plates and cups
- Paper towels
- Pillows
- PPE (masks, gowns, face-shields, goggles)
- Safety razor
- Shaving lather
- Sheets and bedding
- Simulated medications and supplies
- Sink with running water
- Sink liners
- Skin cleanser (soap)
- Soiled linen container
- Stockings (knee-high)
- Table
- Toilet and toilet tissue
- Toothbrushes and toothettes
- Towels and washcloths
- Waste basket
- Wheelchair with footrests

My signature below indicates that I attest that:

- I will use the DSHS Skills Practice Procedure Checklist (16-245) in its **entirety** for training; I understand that, while not all skills will be tested, **I must include all skills in the training hours**.
- I understand that **16 hours of hands-on skills practice are required by DSHS** as part of the 75 hour HCA certification;
- I understand that these hours are **in addition to the skills presentation time in Core Basic training**;
- I understand that additional practice time should be provided for skills commonly failed during testing;
- My students have access **to all the required equipment and supplies** needed for quality skills emphasis practice.

Training Program Name		Training Program Number
Core Basic Instructor's Signature	Date	Core Basic Instructor's Printed Name