

Long-Term Care Worker Basic and On-the-Job Training

Frequently Asked Questions

What makes up the seventy-hour long-term care worker basic training?

The seventy-hour long-term care worker basic training is in addition to orientation and safety training. It includes:

- Core basic competencies
- Population specific training

[WAC 388-112A-0300](#)

What are core basic competencies?

Core basic competencies are part of the seventy-hour long-term care worker basic training. They outline the behavior and skills that a long-term care worker is required to know when working with residents.

The Fundamentals of Caregiving 3rd (FOC) contains 38 classroom hours of DSHS developed curriculum for learning the core basic competencies. Several versions of this instruction are available in-person, hybrid/on-line and virtual.

The in-person components of the hybrid/on-line modules include, instruction on the personal care assistance tasks supporting activities of daily living, commonly referred to as skills training. Under most circumstances, skills training can be approved as on-the-job training.

The department recommends at least 16 hours of on-the-job skills training; this is required to be under the direct observation of a DSHS approved Instructor. Under direct supervision, the learner works directly with residents. The skills demonstrated and practiced must be indicated by need as specified on the resident's service agreement and must be done with the resident's awareness and approval. Residents have the right to refuse participation at any time

[WAC 388-112A-0320](#)

What is population specific training?

Population specific training is part of the seventy-hour long-term care worker basic training. Topics focus on unique care needs of the population that the home or provider serves.

Topics may include but are not limited to:

- Dementia
- Mental health
- Developmental disabilities
- Traumatic brain injury

Population specific classes may also include DSHS developed or approved specialty training.

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For long-term care workers in assisted living facilities and adult family homes, nurse delegation core training and nurse delegation special focus on diabetes, may be used to meet all or some of the population specific component of the seventy-hour long-term care worker basic training.

[WAC 388-112-0340](#)

[WAC 388-112A-0400](#)

What is on-the-job training?

On-the-job training is a method of training where the long-term care worker successfully demonstrates, as part of the seventy-hour long-term care worker core basic training, the core competencies required, in personal care and infection control skills while working with residents in real settings, instead of in a practice training setting.

- (a) The department must approve the instructor/s and the number of on-the-job skills hours included in the seventy-hour long-term care worker basic training upon initial application and when changes to the approved plan are made.
- (b) Facilities must verify on a department approved skills checklist each long-term care worker's successful completion of the demonstrated skills.

[WAC 388-112A-0330](#)

What are the instructor requirements for on-the job training?

A qualified and DSHS approved instructor provides on-the-job training and directly observes, coaches, and reinforces skills training for up to two long-term care workers in an OJT training session. The time allotted should be reasonable and appropriate for that skill. The training instructor:

- (a) Need not be the same instructor who taught the core competency training; and
- (b) May be the immediate supervisor of the long-term care worker receiving the on-the-job training.

[WAC 388-112-1240](#)

How do I initiate an on-the-job training program in our facility?

Verify with the DSHS Home and Community Services training unit that you have instructors approved to teach core basic at your facility and submit an *On-The-Job Facility Training Plan*. If you have not applied, and/or if you are not an approved core basic Instructor follow the steps below.

To apply to become a Core Basic Facility Instructor, visit the [DSHS Adult Family Home /Assisted Living Training](#) page and follow the step-by step instructions.

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Email the required Adult Education certificate and completed applications, linked below, to:
TrainingApprovalTPA@dshs.wa.gov. Please enter “**Facility On-The-Job Training**” in the subject line.

1. [Facility Instructor Application](#) (DSHS 15-554)
2. [Facility Training Program Application and Updates](#) (DSHS 15-555)
3. [On-The-Job Facility Training Plan](#) (DSHS 15-567)

What are the on-the-job skills training instructor responsibilities?

The qualified instructor who oversees the on-the-job training must:

- Be an approved DSHS Facility Core Basic Instructor
- Be responsible for coordination of all basic training classes
- Assess the knowledge and competency of the Home Care Aide worker to perform tasks
- Track employees training progress
- Directly observe, coach, and reinforce skills practices
- Ensure the long-term care worker practices each assigned skill and successfully demonstrates it while working with a resident, mannequin or training partner
- Follow **all** rules pertaining to on-the-job training, including:
 - [WAC 388-112A-0330](#)
 - [WAC 388-112A-1100](#)
 - [WAC 388-112A-1240](#)

What are a facility’s responsibilities for coordinating skills training and instruction with respect to learner completion of the 75-hour certificate?

The facility is responsible for:

- Ensuring that the curriculum used is taught as designed
- Ensuring the appropriate administration of DSHS competency and challenge tests
- Maintaining training records electronically or on paper including long-term care worker certificates and attendance records for a minimum of six years
- Reporting training data to DSHS when requested by the department
- Issuing or reissuing any training certificates signed by an employee (present or former) of the facility to long-term care workers upon their request.
- Following **all** rules pertaining to on-the-job training, including
 - [WAC 388-112A-1200](#)

May DSHS prohibit a home from conducting its own training?

DSHS may prohibit a home from providing its own seventy-hour long-term care worker basic, specialty, or continuing education training when any one of the following occurs. Click [here](#) for more information.

[WAC 388-112A-1110](#)

Long-Term Care Worker Basic and On-the-Job Training Frequently Asked Questions

CORE BASIC TRAINING + ON-THE-JOB SKILLS TRAINING = 54 Hours

38 hours of core basic instruction using the Fundamentals of Caregiving 3rd Edition curricula in-person, online, or virtually

AND

16 hours of in-person on-the-job skills training

= 54 hours

POPULATION SPECIFIC TRAINING = 16 Hours

Mental Health Specialty (**recommended**) – 8 hours

Dementia Specialty (**recommended**) – 8 hours

OR

Developmental Disabilities – 16 hours

Traumatic Brain Injury Specialty – 8 hours

Diabetes Specialty – 8 hours

Nurse Delegation Core - 9 hours

Nurse Delegation Diabetes – 3 hours

Other approved Population Specific Classes as applicable – varies

ORIENTATION AND SAFETY = 5 Hours

Total = 75 hours