



## Skills Practice Procedure Checklist for Home Care Aides DSHS Approved

This skills practice procedure checklist is to be used by Home Care Aides learning skills taught by training programs on the job or by community instructors using the Fundamentals of Caregiving curricula or other approved training materials. The bolded checkpoints in this procedure guide are critical to the safe performance of the skill. Tasks highlighted below are not a part of the Prometric exam, however, *all* of these tasks supporting activities of daily living, are required to be demonstrated, in the presence of a qualified instructor as a part of any home care aide certification class. Have fun and happy training!

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**VERIFICATION OF COMPLETION:** this page *must* be sent to the [TrainingApprovalTPA@dshs.wa.gov](mailto:TrainingApprovalTPA@dshs.wa.gov) in-box for **each** student who has completed *OJT* skills training at an ALF, AFH, or ESF ..... 11

Please Note: All skills tasks must be taught by an approved instructor and demonstrated by the Home Care Aide candidate. Home care aide skills performance may be evaluated by using an anatomically correct mannequin.

Additional Resources:

[Prometric Home Care Aide Checklist](#)

[Washington State Department of Health Home Care Aide Exam Preparation Materials](#)

## Skills Practice Procedure Checklist for Home Care Aides DSHS Approved

<b>Common Care Practices - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Identify yourself to the client when beginning care .....	<input type="checkbox"/>	<input type="checkbox"/>
Use infection control measures and standard precautions to protect the client and yourself through procedures .....	<input type="checkbox"/>	<input type="checkbox"/>
Promote client's social and human needs throughout procedures .....	<input type="checkbox"/>	<input type="checkbox"/>
Promote client's <b>rights</b> throughout procedures .....	<input type="checkbox"/>	<input type="checkbox"/>
Promote client's <b>safety</b> throughout procedures .....	<input type="checkbox"/>	<input type="checkbox"/>
Promote client's <b>comfort</b> throughout procedures .....	<input type="checkbox"/>	<input type="checkbox"/>
Leave common use items within client's reach at end of care, e.g., phone, glasses, remote, tissues, glass of water).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication and Client Rights - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Explain what you are doing .....	<input type="checkbox"/>	<input type="checkbox"/>
Speak slowly, clearly, and respectfully .....	<input type="checkbox"/>	<input type="checkbox"/>
Engage client and listen attentively .....	<input type="checkbox"/>	<input type="checkbox"/>
Observe client for changes.....	<input type="checkbox"/>	<input type="checkbox"/>
Support client's choice and independence .....	<input type="checkbox"/>	<input type="checkbox"/>
Respect client's need for privacy.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>S.W.I.P.E.S. - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Gather <b>Supplies</b> before starting task .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wash</b> your hands before contact with a client.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Identify</b> yourself by telling the client your name.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provide</b> privacy throughout care with a curtain, screen, or door.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Explain</b> what you are doing for the client.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scan</b> the area to be sure everything is back in place after the task is done.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand Washing - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Make sure supplies are within easy reach so no contaminated surface is touched throughout task .....	<input type="checkbox"/>	<input type="checkbox"/>
Turn on warm water at sink .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wet hands and wrists thoroughly</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
Apply soap to hands.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lather all surfaces of fingers and hands, including above the wrists, producing friction for at least 20 seconds, keeping fingers pointed down</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughly rinse all surfaces of hands and wrists without contaminating hands (keeping fingers pointed down) .....	<input type="checkbox"/>	<input type="checkbox"/>
Use clean paper towel(s) to dry all surfaces of fingers, hands, and wrists starting at fingertips .....	<input type="checkbox"/>	<input type="checkbox"/>
Use clean, dry paper towel or clean, dry area of paper towel to turn off faucet without contaminating hands .....	<input type="checkbox"/>	<input type="checkbox"/>
Dispose of used paper towels in wastebasket immediately after shutting off faucet .....	<input type="checkbox"/>	<input type="checkbox"/>
End procedure with clean hands avoiding contamination (e.g., direct contact with faucet controls, paper towel dispenser, sink, or trash can) .....	<input type="checkbox"/>	<input type="checkbox"/>

<b>Put on Gloves - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash your hands before contact with gloves.....	<input type="checkbox"/>	<input type="checkbox"/>
Check each glove for holes or other deterioration before using.....	<input type="checkbox"/>	<input type="checkbox"/>
Grasp glove at cuff and pull onto hand.....	<input type="checkbox"/>	<input type="checkbox"/>
Grasp other glove at cuff and pull onto other hand.....	<input type="checkbox"/>	<input type="checkbox"/>
Check to make sure gloves fit snugly over each finger.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Take off Gloves - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
With one gloved hand, grasp the other glove just below the cuff on the outside.....	<input type="checkbox"/>	<input type="checkbox"/>
Pull glove down over hand so it is inside out.....	<input type="checkbox"/>	<input type="checkbox"/>
Keep holding removed glove with gloved hand and crumple it into a ball.....	<input type="checkbox"/>	<input type="checkbox"/>
With two fingers of bare hand, reach under cuff of the second glove.....	<input type="checkbox"/>	<input type="checkbox"/>
Pull glove down inside out so it covers the first glove.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove gloves, dispose of gloves in trash can, and wash hands.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Follow the Centers for Disease Control and Prevention (CDC) guidelines to identify when to use Personal Protective Equipment (PPE) and for donning and removing PPE - to successfully complete these skills, follow the link below to review and practice all current PPE protocols with your skills instructor.</b>		
	YES	NO
<a href="#">Using Personal Protective Equipment (PPE)   CDC</a> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assist a Client to Walk - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Stand in front of and face client.....	<input type="checkbox"/>	<input type="checkbox"/>
Assist client to put on and properly fasten non-skid footwear.....	<input type="checkbox"/>	<input type="checkbox"/>
Explain walking destination before client begins walking.....	<input type="checkbox"/>	<input type="checkbox"/>
Prepare client for standing by positioning knees at a 90 degree angle with feet flat on the floor.....	<input type="checkbox"/>	<input type="checkbox"/>
Have client lean forward on the chair seat before standing.....	<input type="checkbox"/>	<input type="checkbox"/>
Place transfer belt (if needed) around client's waist, assist client to stand.....	<input type="checkbox"/>	<input type="checkbox"/>
Cue client to push up with arms from chair to stand.....	<input type="checkbox"/>	<input type="checkbox"/>
Place hand on client's arm, back, waist, or hold transfer belt while client stands.....	<input type="checkbox"/>	<input type="checkbox"/>
Ask how client feels after standing or while walking.....	<input type="checkbox"/>	<input type="checkbox"/>
Walk slightly behind and to one side (weaker side, if any) of client for the full distance.....	<input type="checkbox"/>	<input type="checkbox"/>
Cue positioning before client sits, with legs centered against seat of chair for safe sitting.....	<input type="checkbox"/>	<input type="checkbox"/>
Cue client to reach for chair before sitting.....	<input type="checkbox"/>	<input type="checkbox"/>
Place hand on client's arm, back, waist or, if used, hold transfer belt when client sits. Remove transfer belt.....	<input type="checkbox"/>	<input type="checkbox"/>
Leave client sitting safely in chair with hips against the back of the seat.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>For the HCA skills test, the client requires stand by assistance to walk. No assistive devices are used. The client is seated in a chair when care begins.</b>		
<b>Transfer a Client from Bed to Chair or Wheelchair - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Position chair or wheelchair close to bed with the arm of the wheelchair almost touching the bed.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lock wheels on wheelchair</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
Fold up or remove footrests.....	<input type="checkbox"/>	<input type="checkbox"/>
Assist client to roll toward side of bed.....	<input type="checkbox"/>	<input type="checkbox"/>
Provide support holding behind client shoulders or back and hips, assist client to a sitting position.....	<input type="checkbox"/>	<input type="checkbox"/>

**Transfer a Client from Bed to Chair or Wheelchair - for you to successfully demonstrate this skill you need to (continued):**

	YES	NO
Assist client to put on non-skid footwear .....	<input type="checkbox"/>	<input type="checkbox"/>
Make sure client's feet are flat on floor before standing .....	<input type="checkbox"/>	<input type="checkbox"/>
Apply transfer / gait belt (if needed) over clothing, around client's waist with enough room to allow for placement of flat of hand only between belt and clients body .....	<input type="checkbox"/>	<input type="checkbox"/>
Stand in front of client.....	<input type="checkbox"/>	<input type="checkbox"/>
Grasp transfer belt on sides or around back when assisting client to stand and throughout transfer.....	<input type="checkbox"/>	<input type="checkbox"/>
Brace one or both of client's legs with your own legs, then cue client to stand .....	<input type="checkbox"/>	<input type="checkbox"/>
Turn client upon standing so that back of legs are centered against seat of wheelchair .....	<input type="checkbox"/>	<input type="checkbox"/>
Cue client to hold onto armrests before sitting in wheelchair .....	<input type="checkbox"/>	<input type="checkbox"/>
Provide controlled gentle lowering into the wheelchair seat.....	<input type="checkbox"/>	<input type="checkbox"/>
Reposition client with hips touching the back of the wheelchair and makes sure client's body is aligned with chair .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove transfer / gait belt .....	<input type="checkbox"/>	<input type="checkbox"/>
Position client's feet on footrests, lock / unlock wheelchair per client choice and/or safety.....	<input type="checkbox"/>	<input type="checkbox"/>
Leave client in wheelchair with proper body alignment and feet positioned on footrest .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test care begins with the client lying in bed. The client can stand but is unable to walk. A transfer belt is used.**

**Turn and Position a Client in Bed - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Flatten the head of the bed, if it's not flat already.....	<input type="checkbox"/>	<input type="checkbox"/>
Stand on the side of the bed opposite the direction you plan to turn the client.....	<input type="checkbox"/>	<input type="checkbox"/>
Cue the client to scoot toward you .....	<input type="checkbox"/>	<input type="checkbox"/>
If the client is unable to scoot toward you, assist by getting the client's entire body in alignment and near you so you can safely roll the client .....	<input type="checkbox"/>	<input type="checkbox"/>
Place both hands beneath the client's head / shoulders and move that portion of the body toward you.....	<input type="checkbox"/>	<input type="checkbox"/>
Place both hands beneath the client's trunk and bottom and move that portion of the body toward you .....	<input type="checkbox"/>	<input type="checkbox"/>
Place both hands beneath the client's thighs and lower legs and move that portion of the body towards you.....	<input type="checkbox"/>	<input type="checkbox"/>
Return to the side of the bed you plan to turn the client .....	<input type="checkbox"/>	<input type="checkbox"/>
Place client's arm on top of their chest and ensure their legs are crossed in the direction you will be turning the client onto their side.....	<input type="checkbox"/>	<input type="checkbox"/>
Place your hands on the client's hip and shoulder and gently roll the client over on their side toward you (Tip: make sure there is room to roll the client) .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Position client a safe distance from the edge of bed when turned onto side.....</b>	<input type="checkbox"/>	<input type="checkbox"/>
Position client in proper body alignment.....	<input type="checkbox"/>	<input type="checkbox"/>
Head supported by pillow .....	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder adjusted so client is not lying on arm and top arm is supported. Leave client's lower arm and shoulder free from being tucked under side .....	<input type="checkbox"/>	<input type="checkbox"/>
Back supported by supportive device. Position device (e.g., padding, pillow) against back rolled and tucked to maintain client's side lying position .....	<input type="checkbox"/>	<input type="checkbox"/>
Top knee flexed, top leg supported by supportive device with hip in proper alignment. Use device (e.g., padding, pillow) to support top leg, maintain alignment of top hip, leave top knee flexed .....	<input type="checkbox"/>	<input type="checkbox"/>
Leave client in side-lying position, avoiding direct pressure on hipbone with their ankles and knees separated .....	<input type="checkbox"/>	<input type="checkbox"/>
Support top arm with supportive device .....	<input type="checkbox"/>	<input type="checkbox"/>
Cover client with top sheet, remove gloves (if used) and wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test the client is lying on their back in bed when care begins.**

<b>Mouth / Oral Care - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Ensure client is in an up-right sitting position .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands and put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer to place a towel across client's chest before providing mouth care.....	<input type="checkbox"/>	<input type="checkbox"/>
Prior to starting, ask client about any mouth pain.....	<input type="checkbox"/>	<input type="checkbox"/>
Moisten toothbrush or toothette and apply toothpaste .....	<input type="checkbox"/>	<input type="checkbox"/>
Clean all surfaces of teeth with brush or toothette, using gentle circular motions .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer to brush client's tongue .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer client clean water to rinse their mouth .....	<input type="checkbox"/>	<input type="checkbox"/>
Hold basin near client's chin to collect rinse water .....	<input type="checkbox"/>	<input type="checkbox"/>
Pat dry client's lips and face, and remove towel.....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse and dry basin and rinse toothbrush before storing .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of gloves. Wash hands. ....	<input type="checkbox"/>	<input type="checkbox"/>
<b>For the HCA skills test the client is sitting at a table while this care is provided.</b>		
<b>Clean and Store Dentures - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Use technique to reduce the risk of denture breakage if dropped during cleaning (e.g., brushing denture directly over sink lined with washcloth / paper town / towel, filled with water inside basin) .....	<input type="checkbox"/>	<input type="checkbox"/>
Prevent contamination of denture throughout procedure (e.g., floating in sink water or setting denture directly on unprotected surface.....	<input type="checkbox"/>	<input type="checkbox"/>
Obtain dentures from client. If the client is unable to remove them, gently remove dentures from the client's mouth. Take the lower denture out first, then the upper denture.....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse dentures in cool running water before brushing .....	<input type="checkbox"/>	<input type="checkbox"/>
Apply toothpaste or denture cleanser to toothbrush.....	<input type="checkbox"/>	<input type="checkbox"/>
Brush dentures on all surfaces.....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse all surfaces of denture under cool, running water.....	<input type="checkbox"/>	<input type="checkbox"/>
Assist client with replacing or storing dentures.....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse denture cup before putting dentures in it.....	<input type="checkbox"/>	<input type="checkbox"/>
Place dentures in clean denture cup with solution or cool water .....	<input type="checkbox"/>	<input type="checkbox"/>
Dispose of sink liner or other soiled items. Remove and dispose of gloves. Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>For the HCA skills test the client is sitting at a table or lying in bed while this care is provided.</b>		
<b>Fingernail Care - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands and put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Put water in a bowl. Confirm the water is safe and at a comfortable temperature for the client. Adjust if necessary ..	<input type="checkbox"/>	<input type="checkbox"/>
Place water at a comfortable level for client.....	<input type="checkbox"/>	<input type="checkbox"/>
Put client's fingers in water and allow to soak .....	<input type="checkbox"/>	<input type="checkbox"/>
Pat dry client's hand including between fingers, prior to shaping or cleaning client's fingernails .....	<input type="checkbox"/>	<input type="checkbox"/>
Dry client's hand by patting with towel, not rubbing.....	<input type="checkbox"/>	<input type="checkbox"/>
Clean under nails with orange stick. Wipe orange stick on towel after cleaning each nail .....	<input type="checkbox"/>	<input type="checkbox"/>
Groom nails with file or emery board.....	<input type="checkbox"/>	<input type="checkbox"/>
Move back and forth with an emery board and do not go too deeply into the corners as this can cause the nail to split and weaken nails .....	<input type="checkbox"/>	<input type="checkbox"/>
File nails from one side to the other in one direction only or file each nail tip from corner to center.....	<input type="checkbox"/>	<input type="checkbox"/>

**Fingernail Care - for you to successfully demonstrate this skill you need to (continued):**

	YES	NO
Cuticles act as a barrier to infection. Do not clip cuticles.....	<input type="checkbox"/>	<input type="checkbox"/>
Finish with nails smooth and free of rough edges .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer to apply lotion .....	<input type="checkbox"/>	<input type="checkbox"/>
Empty, clean water bowl(s), store equipment, dispose of used linen(s) and trash appropriately and leave the table dry at completion of procedure.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove gloves, wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**If a client has a circulatory problem or diabetes, a Home Care Aide should not use an orange stick on the client's fingernails.**

**For the HCA skills test the client is sitting at a table while this care is provided.**

**Foot Care - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands and put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the client's foot carefully before starting the procedure by checking between the toes and the heels of the foot. Inquire whether the client has any pain or sensitive areas before beginning.....	<input type="checkbox"/>	<input type="checkbox"/>
Put water in basin, filling it no less than halfway full.....	<input type="checkbox"/>	<input type="checkbox"/>
Ask client if water temperature is comfortable before foot is completely submerged. Adjust if necessary .....	<input type="checkbox"/>	<input type="checkbox"/>
Put the client's foot completely in the water .....	<input type="checkbox"/>	<input type="checkbox"/>
Supporting foot and ankle properly throughout procedure, remove foot from water, wash entire foot, including between toes, with soapy washcloth. <b>Keep water in basin soap free for use as rinse water by: (1) washing foot with washcloth with soap applied directly to the washcloth instead of adding soap into basin of water; or (2) using two separate basins of water: one for washing and one for rinsing .....</b>	<input type="checkbox"/>	<input type="checkbox"/>
Be sure to add the soap to the wet washcloth rather than directly in the water.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash client's entire foot including between toes with soapy washcloth after soaking.....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse to remove soap from foot and in between toes .....	<input type="checkbox"/>	<input type="checkbox"/>
Prior to cleaning dirt out from under client's nails, gently pat their foot dry including between their toes .....	<input type="checkbox"/>	<input type="checkbox"/>
Clean under nails with orange stick. Wipe orange stick on towel after cleaning each nail .....	<input type="checkbox"/>	<input type="checkbox"/>
Groom nails straight across with file or emery board .....	<input type="checkbox"/>	<input type="checkbox"/>
Move back and forth with an emery board and do not go too deeply into the corners as this can cause the nail to split and weaken.....	<input type="checkbox"/>	<input type="checkbox"/>
File nails from one side to the other in one direction only or file each nail tip from corner to center.....	<input type="checkbox"/>	<input type="checkbox"/>
Cuticles act as a barrier to infection. Do not clip cuticles.....	<input type="checkbox"/>	<input type="checkbox"/>
Finish with nails smooth and free of rough edges .....	<input type="checkbox"/>	<input type="checkbox"/>
Ask if client would like lotion applied. If so, put lotion in your hand and apply lotion to the client's entire foot making sure not to put lotion in-between the toes. Remove excess lotion (if any) with towel.....	<input type="checkbox"/>	<input type="checkbox"/>
Assist client to replace socks and shoes .....	<input type="checkbox"/>	<input type="checkbox"/>
Empty, rinse, wipe bath basin, and return to proper storage.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove gloves and wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**If a client has a circulatory problem or diabetes, a Home Care Aide should not use an orange stick on the client's toenails.**

**For the HCA skills test the client is sitting in a chair while this care is provided.**

**The following are general tips when helping a client with nail care:**

	YES	NO
Inspect your client's feet and hands regularly for changes in color (especially redness), temperature, blisters, cuts or scratches, cracks between the toes / fingers, or other changes. Document and report any swelling or redness you notice around the area. Always verify the client's care plan prior to performing nail care.....	<input type="checkbox"/>	<input type="checkbox"/>
Monitor minor cuts and keep them clean.....	<input type="checkbox"/>	<input type="checkbox"/>
Do not put lotion in-between the toes – the lotion causes moisture that promotes fungal growth .....	<input type="checkbox"/>	<input type="checkbox"/>
Do not cut down the corners of a client's nails or dig around the nail with a sharp instrument for any client.....	<input type="checkbox"/>	<input type="checkbox"/>
Smooth, clean nails provide comfort and safety for a client. Jagged or sharp nails can catch and tear on clothing and may cause injury to the toes / fingers. Always handle a client's feet and hands gently and carefully .....	<input type="checkbox"/>	<input type="checkbox"/>

**Assist Client with a Weak Arm to Dress - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Ask client what they would like to wear .....	<input type="checkbox"/>	<input type="checkbox"/>
Put on all items, moving client's body gently and naturally, avoiding force and over-extension of limbs and joints .....	<input type="checkbox"/>	<input type="checkbox"/>
Assist client to put the weak arm through the correct sleeve of the shirt, sweater, or slip before placing garment on the unaffected side. Place shirt sleeve over weak arm before putting on non-affected arm.....	<input type="checkbox"/>	<input type="checkbox"/>
Cue client with dressing .....	<input type="checkbox"/>	<input type="checkbox"/>
Ensure client is sitting when putting feet and legs into pants and when assisting with non-skid footwear .....	<input type="checkbox"/>	<input type="checkbox"/>
Provide support to client when pulling up and securing pants.....	<input type="checkbox"/>	<input type="checkbox"/>
Finish with client dressed appropriately (clothing right side out, zippers / buttons fastened, etc.).....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test the client is able to stand. The client is wearing a T-shirt and underwear and needs to be dressed in a shirt, pants, socks, and shoes. The client will be dressed over their own clothing.**

**Put a Knee High Elastic Stocking on Client - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Prepare stocking for application by turning stocking inside out, at least to heel area.....	<input type="checkbox"/>	<input type="checkbox"/>
Place foot of stocking over toes, foot, and heel, moving client's foot and leg naturally, supporting extremity and avoiding force or over-extension of limb and joints .....	<input type="checkbox"/>	<input type="checkbox"/>
Pull top of stocking over foot, heel, and leg.....	<input type="checkbox"/>	<input type="checkbox"/>
Make sure stocking is smooth, with no twists or wrinkles, and is not too tight over the client's toes .....	<input type="checkbox"/>	<input type="checkbox"/>
Complete application of stocking over foot with the toes and heel in proper position per stocking design.....	<input type="checkbox"/>	<input type="checkbox"/>
Leave stocking raised to knee and wrinkle free.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For HCA skills test the client is lying in bed while this care is provided.**

**Passive Range of Motion for One Shoulder - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
While supporting the limb through the following exercises, move joint gently, slowly, and smoothly through the range of motion to the point of resistance. Stop if pain occurs .....	<input type="checkbox"/>	<input type="checkbox"/>
Ask the client about their comfort level throughout the exercise. Stop if pain occurs .....	<input type="checkbox"/>	<input type="checkbox"/>
Support client's arm holding under elbow and wrist, while performing range of motion for shoulder .....	<input type="checkbox"/>	<input type="checkbox"/>

**Passive Range of Motion for One Shoulder - for you to successfully demonstrate this skill you need to (continued):**

	YES	NO
Raise client's straightened arm toward ceiling, back towards the Head of Bed (HOB) and return to a flat position as one repetition (shoulder flexion / extension). Repeat at least three (3) times	<input type="checkbox"/>	<input type="checkbox"/>
Move client's straightened arm away from side of body towards HOB and return client's straightened arm to midline of client's body as one repetition (shoulder abduction / adduction). Repeat at least three (3) times.....	<input type="checkbox"/>	<input type="checkbox"/>
Place client's flexed elbow at client's shoulder level, rotate forearm toward HOB and rotate forearm down towards hip. Repeat at least three (3) times .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test the client is lying in bed while this care is provided.**

**Passive Range of Motion for One Knee and Ankle - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
While supporting the client's limb through the following exercises, move joint gently, slowly, and smoothly through the range of motion to the point of resistance .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Knee:</b> support the client's leg at knee and ankle joints, while performing range of motion for knee .....	<input type="checkbox"/>	<input type="checkbox"/>
Ask the client how they feel during the exercise. Stop if pain occurs .....	<input type="checkbox"/>	<input type="checkbox"/>
Bend the knee back to the point of resistance and then return leg flat to bed (followed by straightening knee as one repetition – knee flexion / extension). Repeat at least three (3) times .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ankle:</b> support foot and ankle while performing range of motion for ankle .....	<input type="checkbox"/>	<input type="checkbox"/>
Push the foot forward towards the leg, and in a separate motion push the foot pointed down toward to the foot of bed as one repetition (ankle flexion / extension). Repeat three (3) times .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test the client is lying in bed while this care is provided.**

**Assist a Client to Eat - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ensure client is sitting upright in chair before assistance begins</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer client a clothing protector .....	<input type="checkbox"/>	<input type="checkbox"/>
Sit at client's eye level to assist the client to eat.....	<input type="checkbox"/>	<input type="checkbox"/>
Offer food in bite-size pieces, alternating types of food offered or ask client's preference for each bite .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer a beverage to the client during the meal .....	<input type="checkbox"/>	<input type="checkbox"/>
Make sure the client's mouth is empty before offering the next bite or sip of beverages .....	<input type="checkbox"/>	<input type="checkbox"/>
Engage client in conversation throughout the meal.....	<input type="checkbox"/>	<input type="checkbox"/>
Wipe food from client's mouth and hands as necessary and at the end of the meal.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove clothing protector, if worn, and dispose of in proper container .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove leftover food .....	<input type="checkbox"/>	<input type="checkbox"/>
Leave table clean, dry, and clear of food items .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test the client is sitting at a table when care begins for this skill.**

**Assist a Client with a Bed Bath - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove or fold back top bedding. Keep client covered with bath blanket or top sheet.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove client's gown / sleepwear .....	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the water temperature is safe and confirm with the client it is at a comfortable temperature for them.		
Adjust if necessary .....	<input type="checkbox"/>	<input type="checkbox"/>



**Assist a Client with a Bed Bath - for you to successfully demonstrate this skill you need to (continued):**

	YES	NO
Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins of water: one for washing and one for rinsing .....	<input type="checkbox"/>	<input type="checkbox"/>
Replace water anytime it gets soapy, cool, or dirty .....	<input type="checkbox"/>	<input type="checkbox"/>
Place a dry towel behind the client's head / neck .....	<input type="checkbox"/>	<input type="checkbox"/>
Wet washcloth (no soap) and begin with eyes. Use a different area of the washcloth for each eye, washing inner to outer corner .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash the rest of the face, ears, and neck using soap (if the client prefers) .....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse, dry area with a towel – pat, don't rub .....	<input type="checkbox"/>	<input type="checkbox"/>
Expose one arm and place a towel underneath it. Support the client's arm with the palm of your hand underneath the client's elbow. Wash the client's arm, shoulder, and armpit. Rinse and pat dry .....	<input type="checkbox"/>	<input type="checkbox"/>
Place the client's hand in the water basin. Wash the client's hand, rinse, and pat dry. Repeat with the other arm and hand .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse, and pat dry the client's chest and abdomen .....	<input type="checkbox"/>	<input type="checkbox"/>
Uncover one of the client's legs and place a towel lengthwise under the foot and leg. Bend the knee and support the leg with your arm. Wash the leg, rinse, and pat dry .....	<input type="checkbox"/>	<input type="checkbox"/>
Slide the client's foot into the water basin. Wash the client's foot, rinse, and pat dry. Repeat with the leg and foot .....	<input type="checkbox"/>	<input type="checkbox"/>
Assist the client to turn on their side, away from you. Place a bath blanket or towel alongside their back		
Wash the client's back and buttocks, rinse, and pat dry .....	<input type="checkbox"/>	<input type="checkbox"/>
Assist the client to their back. Provide privacy and let the client perform their own perineal care (if able); if not, this task is covered separately .....	<input type="checkbox"/>	<input type="checkbox"/>
Leave client covered with top sheet and/or blanket at the end of care .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove bedding that may have gotten wet .....	<input type="checkbox"/>	<input type="checkbox"/>
Place soiled clothing and linen in proper container .....	<input type="checkbox"/>	<input type="checkbox"/>
Empty, rinse, clean, sanitize bath basins and return to proper storage .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of soiled gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**Assist with Perineal Care - for you to successfully demonstrate this skill you need to:**

	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills .....	<input type="checkbox"/>	<input type="checkbox"/>
Fill basin with water, use water that is a safe and comfortable temperature for the client. Adjust as requested .....	<input type="checkbox"/>	<input type="checkbox"/>
Wear gloves while providing perineal care, while rinsing and drying equipment and handling soiled linens .....	<input type="checkbox"/>	<input type="checkbox"/>
Protect client's bedding from getting wet with a towel or disposable bed pad .....	<input type="checkbox"/>	<input type="checkbox"/>
Uncover the perineal area. Make sure the client's privacy is maintained .....	<input type="checkbox"/>	<input type="checkbox"/>
Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins of water: one for washing and one for rinsing .....	<input type="checkbox"/>	<input type="checkbox"/>
Gently wash entire perineal area with a soapy washcloth. Use a clean area of the washcloth for each stroke. Clean from front to back of perineal area .....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse entire perineal area with a clean washcloth. Use a clean area of the washcloth for each stroke. Rinse from front to back of perineal area .....	<input type="checkbox"/>	<input type="checkbox"/>
Gently pat dry perineal area, moving from front to back .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assist client with rolling to side. Make sure client is a safe distance from the edge of bed .....</b>	<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse, and pat dry buttocks and peri-anal area. Use a clean area of the washcloth for each stroke. Wipe from front to back to avoid contaminating the perineal area .....	<input type="checkbox"/>	<input type="checkbox"/>
Replace bed pad or bottom sheet, if necessary .....	<input type="checkbox"/>	<input type="checkbox"/>
Minimize exposure of the client's body during the procedure .....	<input type="checkbox"/>	<input type="checkbox"/>
Leave client covered with top sheet and/or blanket at the end of care .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove soiled or wet washcloths, towels, bed pads, bedding, or clothing. Dispose of in proper containers .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of soiled gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

**For the HCA skills test the client is a female mannequin. The client is lying in bed while this care is provided. This skill will be performed using soap and water not wipes.**

<b>Catheter Care - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Test water temperature in basin. Determine if water temperature is safe and verify with client it is comfortable adjust if necessary.....	<input type="checkbox"/>	<input type="checkbox"/>
Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap and apply directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins of water: one for washing and one for rinsing.....	<input type="checkbox"/>	<input type="checkbox"/>
Minimize exposure of the client's body during care.....	<input type="checkbox"/>	<input type="checkbox"/>
Wear gloves, before handling catheter, tubing, urinary drainage bag or beginning cleansing and throughout the procedure while providing catheter care, while rinsing and drying equipment and handling soiled linens.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Position client a safe distance from the edge of the bed if turned on side during care</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
Place towel or pad under catheter tubing before washing as to not get client's sheets or clothing wet during cleaning.....	<input type="checkbox"/>	<input type="checkbox"/>
Uncover area surrounding catheter only .....	<input type="checkbox"/>	<input type="checkbox"/>
Use soapy washcloth to cleanse catheter .....	<input type="checkbox"/>	<input type="checkbox"/>
Change spot on washcloth for each washing and rinsing stroke. Do not tug catheter. Hold catheter near opening where it enters the body to avoid tugging it.....	<input type="checkbox"/>	<input type="checkbox"/>
Clean at least four inches of the catheter nearest the opening of the urethra, moving from the opening downwards away from the body. Use a clean area of the washcloth for each stroke .....	<input type="checkbox"/>	<input type="checkbox"/>
Using a different washcloth, rinse at least four inches of the catheter nearest the opening, move from the opening downwards away from the body, using a clean area of the washcloth for each stroke .....	<input type="checkbox"/>	<input type="checkbox"/>
Pat dry any area of client's skin that may have gotten wet.....	<input type="checkbox"/>	<input type="checkbox"/>
Leave skin areas that become wet during care and bed sheets dry at completion of care .....	<input type="checkbox"/>	<input type="checkbox"/>
Keep the urinary drainage bag positioned lower than bladder throughout care and at the end of the procedure. Make sure there are no kinks in catheter tubing.....	<input type="checkbox"/>	<input type="checkbox"/>
Dispose of towels and other items in proper containers .....	<input type="checkbox"/>	<input type="checkbox"/>
Leave client covered with top sheet at the end of care.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of gloves and wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>For the HCA skills test the client is lying in bed while this care is provided.</b>		
<b>Condom Catheter Care</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Uncover genital area only.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash and dry penis carefully, cut long hairs.....	<input type="checkbox"/>	<input type="checkbox"/>
Observe skin of penis for open areas.....	<input type="checkbox"/>	<input type="checkbox"/>
If sores or raw areas are present, do not apply condom .....	<input type="checkbox"/>	<input type="checkbox"/>
Put skin adhesive over penis.....	<input type="checkbox"/>	<input type="checkbox"/>
Roll condom catheter over penis area.....	<input type="checkbox"/>	<input type="checkbox"/>
Attach condom to tubing. Check that the tip of the condom is not twisted.....	<input type="checkbox"/>	<input type="checkbox"/>
Secure tubing to the client's leg. Ensure bag is below the level of the bladder .....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of gloves and wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>

<b>Medication Assistance - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Check client's medication schedule .....	<input type="checkbox"/>	<input type="checkbox"/>
Remind the client it is the scheduled time to take their prescribed medication.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Select the correct medication bottle, labeled with client's name.....</b>	<input type="checkbox"/>	<input type="checkbox"/>
Take the medication container from where it is stored, look at the label, and verify the 5 Rights - medication, client, amount, route, and time.....	<input type="checkbox"/>	<input type="checkbox"/>
Open the container, look at the label and verify the 5 Rights again .....	<input type="checkbox"/>	<input type="checkbox"/>
Pour the medication from the bottle to the lid cap without touching medication .....	<input type="checkbox"/>	<input type="checkbox"/>
Give client the correct number of pills by pouring them from the lid cap to their hand without touching the medication .....	<input type="checkbox"/>	<input type="checkbox"/>
Cue client to take medication .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assist the client to take medication without having your hand over the client's hand or tipping the client's hand to place pill(s) into the client's mouth, or placing the pill directly into the client's mouth .....</b>	<input type="checkbox"/>	<input type="checkbox"/>
Offer the client a full glass of fluid (for oral medications).....	<input type="checkbox"/>	<input type="checkbox"/>
Observe and make sure the medication is taken. Ask client or check if medication is swallowed.....	<input type="checkbox"/>	<input type="checkbox"/>
Close the medication container and put it back in the appropriate place; verify the five (5) rights again.....	<input type="checkbox"/>	<input type="checkbox"/>
Document that the client has taken the medication. If they have not, document that too.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>For the HCA skills test the client is sitting a table while this care is provided.</b>		
<b>Assist Client with use of Bedpan - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Before placing bedpan, lower the head of the bed .....	<input type="checkbox"/>	<input type="checkbox"/>
Wear gloves to place bedpan correctly under client's buttocks (standard bedpan: positions bedpan so wider end of the pan is aligned with the client's buttocks; fracture pan: position bedpan with handle toward foot of bed). Have client bend knees and raise hips (if able) .....	<input type="checkbox"/>	<input type="checkbox"/>
Raise head of bed after placing bedpan under the client .....	<input type="checkbox"/>	<input type="checkbox"/>
Put toilet tissue within client's reach.....	<input type="checkbox"/>	<input type="checkbox"/>
Ask client to let you know when they are finished .....	<input type="checkbox"/>	<input type="checkbox"/>
Offer to cover client with a bed sheet or blanket .....	<input type="checkbox"/>	<input type="checkbox"/>
Lower the head of the bed before removing the bedpan.....	<input type="checkbox"/>	<input type="checkbox"/>
Put on gloves before removing the bedpan.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove bedpan and empty contents into toilet .....	<input type="checkbox"/>	<input type="checkbox"/>
Provide perineal care (follow checklist procedures) .....	<input type="checkbox"/>	<input type="checkbox"/>
Clean and sanitize equipment as per protocol. Return to proper storage.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of gloves and wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shave with a Safety Razor - for you to successfully demonstrate this skill you need to:</b>		
	YES	NO
Use S.W.I.P.E.S. skill .....	<input type="checkbox"/>	<input type="checkbox"/>
Put on gloves .....	<input type="checkbox"/>	<input type="checkbox"/>
Ask client if they wear dentures. If so, make sure they are in their mouth.....	<input type="checkbox"/>	<input type="checkbox"/>
Wash face with warm wet washcloth.....	<input type="checkbox"/>	<input type="checkbox"/>
Apply shaving lather to the area to be shaved .....	<input type="checkbox"/>	<input type="checkbox"/>
Hold razor securely .....	<input type="checkbox"/>	<input type="checkbox"/>
Hold skin taut with free hand and shave with smooth even movements in direction of hair .....	<input type="checkbox"/>	<input type="checkbox"/>
Rinse safety razor in warm water between strokes to keep the razor clean and wet .....	<input type="checkbox"/>	<input type="checkbox"/>
Shave sides first, then nose and mouth .....	<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse, and dry face.....	<input type="checkbox"/>	<input type="checkbox"/>
Clean and put away equipment.....	<input type="checkbox"/>	<input type="checkbox"/>
Remove and dispose of gloves and wash hands .....	<input type="checkbox"/>	<input type="checkbox"/>



# Skills Practice Procedure Checklist for Home Care Aides DSHS Approved

## Verification of HCS On The Job Skills Practice Training Provided by Facility Instructor(s) in an AFH, ALF, or ESF

This page *must* be sent to the DSHS Training Unit for *each* Home Care Aide candidate who has completed On-The-Job skills training at your facility.

Email, **this page only** to the [TrainingApprovalTPA@dshs.wa.gov](mailto:TrainingApprovalTPA@dshs.wa.gov) inbox. Enter “Facility On-The-Job Training” as the subject line.

\_\_\_\_\_ has successfully demonstrated, while working with a client, in  
NAME OF STUDENT  
the presence of an approved DSHS facility instructor, all critical steps required for personal care tasks included on this procedure checklist.

FACILITY NAME		FACILITY TRAINING NUMBER <b>WA</b>
INSTRUCTOR'S SIGNATURE	PRINT INSTRUCTOR'S NAME	INSTRUCTOR'S TRAINING CODE NUMBER
STUDENT'S SIGNATURE	PRINT STUDENT'S NAME	DATE OF COMPLETION

**Please Note:** All skills tasks must be taught by an approved facility instructor and demonstrated by the Home Care Aide worker/employee. When needed, if no client is available or no client agrees to participate in a particular skills training procedure, home care aide skills performance may be evaluated by using a mannequin or training partner.

**This page is not required to be completed and sent back to DSHS if home care aide skills training was taught by a DSHS contracted Community Instructor in a skills lab.**